



Health Educator II

Job Description

Department: Health
Position: Career Service
Grade: 508
Supervisory: No
Reports to: Program Manager – Health Promotions or Division Director

Summary

Under direct leadership of a Program Manager – Health Promotions or Division Director, develops, designs, monitors, coordinates, evaluates, and administers health education and prevention activities in Utah County. Performs complex clerical, technical, and entry-level professional work in assisting in the essential functions described below.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assess local health education needs using surveys and other assessment tools; document and evaluate results and presents findings to division and/or program administrators; develop comprehensive local health education plans based on identified needs.
2. Coordinate local, state, and national campaign promotions for Utah County residents by implementing awareness campaigns, media relations and other social marketing plans.
3. Design and implement health programs in accordance with comprehensive local health plans; teach about cardiovascular disease, cancer, injury control, environmental health, diabetes and other health topics.
4. Develop multimedia and Web 2.0 initiatives to support various program efforts.
5. Evaluate the helpfulness and impact of health education and/or substance abuse prevention education programs by conducting process, impact, and outcome evaluation efforts.
6. Disseminate general health education information for various divisions of the County Health Department; consult with, and educate, the divisions and/or assist in bringing together comprehensive prevention services throughout the county by assisting in consultation services and networking with other agencies or groups.
7. Respond to public health emergencies as required by department or division administration.
8. Carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

For Office Use Only

Job Code: 3120
Job Title: Health Educator II
FLSA: Non-Exempt
Effective Date: 1/29/2019
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

May be assigned duties from one or more of the following functions:

Health Promotion

1. Design and implement school curricula, clinic education, community classes, and public education programs.
2. Design and implement programs to reduce injuries from unintentional injuries or loss and injury from substance abuse related mishaps; conducts surveys to detect associated behavioral changes.
3. Design and implement wellness programs for county businesses willing to participate; serve as a behavioral coach when applicable.
4. Oversee budgets and expenditures for programs funded by various grants and contracts.
5. Develop policies designed to improve the health and well-being of the public.
6. Monitor the performance plan of grants and prepare annual renewal plans within the CATALYST data reporting system.
7. Participate in community disease cluster investigations and evaluate the effectiveness of department programs in public health competencies and in responding to public health outbreaks and emergencies.
8. Work with epidemiological data available from state, federal, and local sources.
9. Collaborate on cross cutting programs within the Health Promotion Division.

Public Health Nursing

1. Oversee planning of women's health prevention programs.
2. Lead implementation, and evaluation prevention programs within women's clinic.
3. Oversee budgets and expenditures for programs funded by various women's health prevention grants and contracts.
4. Participate in clinics about Women's health, cancer prevention, and cardiovascular disease by teaching, counseling, and making referrals to other community resources; chart progress of clients and coordinate medical contacts as needed.
5. Visit homes and other agencies as needed for case management to obtain information and to educate and counsel.
6. Maintain updated information on current public health issues related to women's health, cancer, cardiovascular disease, and other public health issues as assigned.
7. Assist Clinic Director in coordinating BeWise program.
8. Monitor the performance plan of grants and prepare annual renewal plans within the CATALYST data reporting system.
9. Lead advocacy and development of policies to prevent disease associated with women's health issues; collaborate on cross cutting issues and programs within the division.
10. Work with epidemiological data available from state, federal, and local sources.

For Office Use Only

Job Code: 3120
Job Title: Health Educator II
FLSA: Non-Exempt
Effective Date: 1/29/2019
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of health education theory and principles including human behavior modification
- Knowledge of public health terminology, methodology, organization, and practices
- Skilled in teaching and training techniques
- Skilled in utilization of new electronic technologies (Web 2.0)
- Skilled in written and verbal communication
- Skilled in interpersonal and public relations
- Ability to lead discussions and teach large or small groups
- Ability to establish and maintain cooperative relationships with those contacted during the course of work activities
- Ability to develop curriculum, make presentations and effectively evaluate program effectiveness
- Ability to proficiently utilize computers
- Ability to write technical reports
- Ability to be an active member of a team
- Ability to be self-motivated and self-directed

Additional Knowledge, Skills, and Abilities specific to Public Health Nursing

- Knowledge of emergency, first aid and CPR procedures
- Knowledge of local medical services available to appropriately assist clients
- Skilled in dealing with psycho/social issues
- Ability to use clinic screening equipment
- Ability to maintain organized and accurate medical records

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally requires the use of protective devices such as masks, goggles, and/or gloves. The incumbent is occasionally exposed to contagious or infectious diseases. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

For Office Use Only

Job Code: 3120
Job Title: Health Educator II
FLSA: Non-Exempt
Effective Date: 1/29/2019
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) to fifty (50) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be required, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in a field related to community health, health promotion, or public health.
2. Four (4) years of health education work experience.
3. A completed, related master's degree may be substituted for two (2) years of health education work experience.

Additional Eligibility Qualifications

1. Applicants must possess, and thereafter maintain, certification as a Certified Health Education Specialist (CHES).
2. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.
3. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

For Office Use Only

Job Code: 3120
Job Title: Health Educator II
FLSA: Non-Exempt
Effective Date: 1/29/2019
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

For Office Use Only

Job Code: 3120
Job Title: Health Educator II
FLSA: Non-Exempt
Effective Date: 1/29/2019
Public Safety: No

Worker’s Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor