

## Health Educator

### General Definition of Work

Performs intermediate work planning, implementing, monitoring, and evaluating various grant and other programs designed to encourage healthy lifestyles; developing and maintaining partnerships with community organizations to promote healthy living initiatives; developing and maintaining budgets for the various programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Collects and analyzes data to identify community needs; plans and implements population based interventions, monitors and evaluates the effectiveness of health programs designed to encourage healthy lifestyles and address social determinants of health; informs, educates and empowers people regarding health issues; learns and applies appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Develops, participates in, and supports community-based coalitions that examine health data, set goals, advocate for public policy, and develop plans to improve health; coordinates relationships with partners and stakeholders to create healthy communities through policy, system, environmental, and social change (e.g., individuals, teams, coalitions, and committees).

Seeks grant and funding opportunities; coordinates and writes grant applications. Manages grant activities, reports, and budgets. Preparation and timely submission of grant reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement; serve as a liaison to grant funder.

Serves on various health committees to coordinate services; develops and conducts training on various health-related topics for Public Health and other county staff, community groups, and for local, regional and statewide conferences to provide information or share professional knowledge; serves as community resources to assist individuals, other professionals, or the community in health education and health promotion; maintains knowledge of community resources.

Designs and implements public relations techniques and media campaigns. Coordinates with news media and other information sources to disseminate vital public health information.

Leads or participates in internal work groups to further health improvement initiatives.

Attends all staff meetings, team meetings, trainings, workshops, conferences, and staff development opportunities.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.

### Knowledge, Skills and Abilities

Required Competency and Skills: Knowledgeable of Tier 1 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas to include: Data Analytics and Assessment, Policy Development and Program Planning, Communication, Health Equity, Community Partnership, Public Health Sciences, Management and Finance, and Leadership and Systems Thinking.

Thorough knowledge of dailies and time sheets, grant reports and presentations; standard office equipment and standard office software. General knowledge of related agency/ department policies, practices, and procedures. Some knowledge of standard accounting software. Skill in communicating with persons from diverse cultural, socioeconomic, educational, racial,

ethnic, and professional backgrounds, and persons of all ages and lifestyles; skill in establishing and maintaining effective working relationships with colleagues and community partners. Ability to make arithmetic computations using whole numbers, fractions and decimals, ability to compute rates, ratios and percentages. Ability to maintain confidentiality.

### **Education and Experience**

Bachelor's degree in community health, health education, public health, or related field and moderate experience in health education or community health programs.

### **Physical Requirements**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, assembly or fabrication of parts within arm's length, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Upon employment or within six months of hire training in: AWAIR, Employee Right to Know, NIMS, bloodborne pathogens, TB/respiratory protection, Emergency Action Plan, HIPAA, Data Practices and fire training.  
Occasional non-traditional work hours required.  
Valid driver's license in the State of Minnesota.

### **Acceptance Statement**

I have carefully read, understand, and accept the job description, including the qualifications, requirements, and physical demands of the position of Health Educator, with or without reasonable accommodation and I certify that I can and will perform the essential functions of the position.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_