

**DESCRIPTION:** Under general supervision, assesses community-wide and group health needs and community health education programs, writes community health education programs and coordinates the dissemination of community health education and health promotion activities; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of two in the Community Health Educator class series. Incumbents in this class perform defined community health education and promotion activities with limited responsibility in obtaining financial resources through grants or leading activities through community partners. This class is differentiated from the Community Health Educator/Senior class by the breadth and complexity of community health education activities performed. Positions allocated to the Community Health Educator/Senior class conduct needs assessments, identify gaps in community health education and develop and implement community health education programs in their entirety (identify needs, develop plans, implement, promote, evaluate, secure resources and funding). Positions at this level also serve as leaders for community partners executing the developed education programs.

The Community Health Educator class series differs from the Community Health Nurse series which is professional public health nursing work for specialized public health programs.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Assesses community needs and available community resources for health education program services.

Writes community health education program plans and objectives in specified format to present the purpose and action steps of a program to superiors for approval.

Conducts lectures, discussions, and workshops with individuals and groups to distribute information on health education practices and programs and to become familiar with a community's health care needs and available health programs and services.

Confers with representatives of civic organizations, public agencies, professional/volunteer organizations, schools, and industrial/business firms to maintain a liaison between these representatives and the agency and to promote community health education.

Evaluates community health education program data, practices, and services to determine the need for their revision or the need to develop new programs.

Identifies local public or private health/human service agencies which may provide community health education programs and/or services to recommend appropriate services for specific program needs.

Writes reports, correspondence, press releases, and public service announcements to distribute information on community health education services and programs and to respond to requests for information.

Interprets agency, Federal, State, and local rules, regulations, and guidelines to provide information and answer questions pertinent to community health education programs.

## H11511 – COMMUNITY HEALTH EDUCATOR (continued)

Attends and participates in staff meetings and conferences to become familiar with and to provide information about the content, functions, and goals of health programs and services.

Assists in writing grant proposals to obtain Federal grant money for community health education projects.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of educational instruction and learning; the principles and practices of program evaluation including the assessment of goals and methods and the measurement of programmatic achievement; the theories of individual and group behavior; the techniques of using multi-media training aids and equipment; the principles and practices of public information distribution; the sources of information concerning community, financial, physical and human/health services; the organization and operations of local governments and community organizations; biological and behavioral/social sciences pertinent to community health education.

Skill in: teaching others so they understand; presenting information to groups.

Ability to: design, layout, and use educational and informational material; locate and determine the utility of local resources available for community health education; foster local interest and participation in community health education activities; develop and conduct needs assessments, feasibility studies, and evaluations; communicate with individuals and groups to consult on the development and implementation of a community health education program; apply theories and principles of adult education and instruction to community health education programs; design training aids, programs, and presentations using a multi-media approach; interpret agency, federal, State, and local rules, guidelines, policies and procedures pertinent to community health education; prepare reports; learn to prepare requests for proposals, grants and contracts.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in community health education, biological science, adult/continuing education or related field AND experience in public/community health education activities with responsibility for: developing and evaluating health education programs; determining health needs; preparing educational and informational materials, training aids, and presentations; or conferring with individuals and groups to exchange information pertinent to community health education programs.

### **SPECIAL NOTES:**

Some positions in this class may require an applicant to possess a current professional license/degree/certificate within a professional field of health care prior to appointment to the class.

Positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

Regular overnight and/or day travel outside the city of residence may be required of incumbents in this job.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).