

DESCRIPTION: Under limited supervision, assesses community-wide and group health needs; develops and evaluates community health education programs to meet those needs; writes, distributes, and presents information on community health education programs; observes and evaluates work of community partner health education staff; and writes grant proposals; 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 second and final classification level in the Community Health Educator class series. Incumbents in this class are responsible to 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) and serves as a leader for community partners executing the developed education programs. Positions allocated to the Community Health Educator class perform health education activities and promotion activities in a more defined scope with limited responsibility in obtaining financial resources through grants and leading community partners.

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.)

Plans, directs and executes community health education and health promotion activities, research projects and programs to meet state and national goals and objectives.

Formulates annual training plans and prepares reports for agency administrators and community groups in compliance with agency budget allocation procedures and policy.

Writes final community health education plans to define the scope and nature of a program in quantifiable terms and to record all background research information.

Determines human, financial, and physical resources available for implementing a proposed community health education program plan to facilitate the attainment of the purpose and goals of the plan.

Compares established program plans and objectives with information pertinent to program accomplishments and results to evaluate programs and make recommendations for program revisions.

Interprets agency, Federal, state, and local rules, regulations, and guidelines to provide information and answer questions for agency staff and the general public.

Writes project proposals and applications to obtain Federal grant funding for community health education projects.

Evaluates education and training sessions received from feedback and recommends/implements revisions as warranted to ensure the participants' needs have been fulfilled.

H11512 – COMMUNITY HEALTH EDUCATOR/SENIOR (continued)

Plans, organizes, and distributes information on education and training sessions to agency staff and employees of local public and private human service/health agencies.

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

Knowledge of: the theory and practice of health education, community organization and public relations; the sources of information concerning community, financial, physical, and human/health services; principles and practices of instruction and learning; the principles and practices of adult continuing education; practices of budgeting; the techniques of preparing requests for grant proposals, applications and contracts; practices of public information distribution; organization and operations of local governments and community organizations; principles and techniques of program evaluation; theories of individual and group behavior; the use of multi-media training aids and equipment; 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; interpret agency, federal, State, and local rules, guidelines, policies and procedures pertinent to community health education; plan and lead group sessions and meetings; 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; design training aids, materials, programs and presentations using a multi-media approach; prepare reports; plan and organize a community health education plan.

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

Bachelor's degree or equivalent 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, evaluating, and leading health education program activities; assessing health needs; writing and designing educational and informational material, training aids, and presentations; preparing grant proposals; or planning and leading group sessions. Related experience may substitute for a Bachelor's degree on a year-for-year basis.

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).