

PUBLIC HEALTH EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the administration, coordination and implementation of county-wide Public Health Educational programs. The incumbent may act as Public Information Officer. The work is performed under the general direction and supervision of the Public Health Director/or designated supervisor. Supervision of volunteers and interns may be required. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Complete responsibility for the development, conduct or coordination of health needs assessments and other public health surveys;
Assumes leadership in developing and maintaining close cooperative working relationships among all groups' official and non-official, which may contribute to the health education needs of the community;
Writes grants to obtain funding to implement health education programs and special projects;
Organizes and supervises an information unit to provide answers to inquiries and to supply source materials on health and answers to requests which the Department of Public Health receives;
Consults with and guides various individuals and groups such as parent teachers associations, service clubs, and others in initiating or developing and improving their skills in recognizing and solving public health problems;
Initiates, plans, develop, conduct and evaluate educational programs for official public health personnel in accordance with the policy of the agency involved;
Prepares, edits, pretests and distributes publications, periodicals, technical reports, and audio-visual materials;
Assists other agencies in organizing and promoting study programs in the field of health and provide support across all divisions;
Attends and represents the Department at meetings, seminars and community events in support of the Municipal Health Services Plan;
Develops, manages and maintains Departmental Web Pages and Social Media Sites;
Complete responsibility for the oversight and work plan activities for the Children with Special Healthcare Needs Grant Program;
Provides direct supervision to volunteers and interns;
May occasionally support the environmental division in data and sample collection and code enforcement and inspection activities;
Serves in the role of Public Information Officer, communicating information to the public and media outlets.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the basic principles, practices, and techniques of Public Health Education, skills in educational techniques and methods of communication; ability to establish and maintain cooperative relations with community agencies and different ethnic groups; gathers data; resourcefulness; tact and courtesy; integrity; good judgment.

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

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of a Bachelor's degree or higher in health education or a health related field;

OR:

- B. Possession of an Associate's degree in health education or a health-related field AND two (2) years of full-time, paid experience in health education.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Non-Competitive (PT)
Adopted 6/17/76

Revised 1/5/88, 7/29/98, 8/2/12, 3/29/19, 2/15/24