

Classification Title: Public Health Educator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Develops, coordinates and conducts health education programs and activities for individuals and groups. Participates in established partnerships with other interested entities and individuals to focus on design and implementation of promotional strategies that successfully address community health issues such as substance abuse, tobacco use, communicable disease and prevention.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Assesses public health community needs to develop and prioritize programs, training and educational materials to be presented to the public in general, or specified groups, in particular in a variety of venues.
2	L	Coordinates services by participating in group events, health fairs and related community events. Attends regular meetings.
3	L	Provides pre- and post-testing services as well as screening assessments for selected groups. Counsels participants on items which include communicable disease, substance abuse and prevention.
4	S	Develops marketing plans with materials such as pamphlets and flyers. Disseminates health information through printed materials and the media.
5	S	Maintains records of contacts, community groups and agencies to review trends and determine future needs and requirements.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Health Education or related field.
Experience	Two years of experience as a public health educator.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record may be required. Substance Abuse Prevention Certification may be required for specific

positions.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Audio visual equipment, cameras, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Office, Neighborhood Centers, Community Events.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment