

HEALTH EDUCATOR I

JOB PURPOSE AND SUMMARY

Positions of this class are responsible for planning, developing and presenting specific health education programs and activities to school age children, parents, health care professionals, emergency services providers, and the general public.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

Community services:

- Publicizes the Department's services by preparing and distributing press releases and promotional materials to community groups and the local news media.
- Develops brochures and other promotional and educational materials describing the Department's programs and services.
- Plans, implements and evaluates the educational components of the Department's programs.
- Gathers, summarizes and evaluates behavioral and statistical data for health planning activities.
- Plans, develops and presents promotional, prevention and intervention programs to schools, civic and business groups.
- Provides advice and consultations to school Departments on health education curriculum development and school health program evaluation.
- Maintains inventory of health education brochures, audio-visual materials, etc. Reorders as needed.
- Recruits, instructs and assigns work to volunteer assistants.

Professional Staff Services:

- Maintains referral list of health related resources for client use.
- Provides advice and consultation to staff on techniques and methods for presenting health education programs.
- Plans, develops and participated in in-service training programs and workshops for staff

QUALIFICATIONS

Education and Experience: Graduation from a four-year college or university with a degree in health education or a related field.

Knowledge of

- Health education techniques and practices
- Education program evaluation techniques and practices
- Health education programs and resources within the community
- Principles and practices used in planning and developing education programs

Ability to

- Make clear and effective presentations to lay persons and health care professionals.
- Work independently
- Organize work and meet timelines
- Write clearly and prepare presentation aids such as audio-visual materials, brochures and presentation hand-outs

Revised: 04/1989, 06/2005