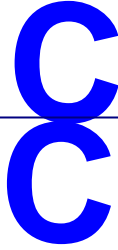




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

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Health Educator

TITLE:	PUBLIC HEALTH EDUCATOR
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	PUBLIC HEALTH
ADOPTION: CSM	11/09/88
REVISED: CSM	02/09/94, 02/10/99, 1/18/06; 07/11/07; 05/14/08 11/12/08; 10/17/2018

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for providing health education services. An employee in this class assists in the planning, development, and implementation of health education programs to minimize duplication and eliminate gaps in services. The work is usually carried out under the general supervision of an Administrative Supervisor contingent upon the organization of the public health education function. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Works with various public and private health agencies within the community;
- Organizes or works with community groups and directs educational efforts to influence public attitudes and behavior with regard to given health needs;
- Serves as health education consultant to School Health personnel and other school personnel;
- Develops new materials for use in health education. Disseminates health information and literature to health personnel, community agencies, and the public;
- Assists in curriculum development. Arranges special in service training for school and other health personnel;
- Utilizes community resources (films, written material, media & websites) for the benefit of schools, healthcare personnel, community groups and agencies;
- Prepares and delivers health education programs in schools, community groups, health fairs, etc.;
- Coordinates and initiates health education programs;
- Develops, writes and submits routine articles and public health press releases for publication in media outlets on specific health related topics;
- Assists communities to make changes in the environment in order to promote health;
- Works cooperatively with all forms of the media;
- Participates in studies and surveys of public health education needs in the community and evaluates the materials and methods used to determine the effectiveness of the program;
- Assists in planning and development of public health education goals, objectives, programs and services;
- Assists with the development of local program policies and procedures for approval by local boards and local governing bodies;
- Collects, records and supplies administrative supervisor with local County data relating to the program services to ensure goals are achieved;
- Initiates, implements and coordinates local disease prevention health education programs with public and private community groups;
- Develops staff educational and training programs and monitors compliance with performance standards;
- Consults with administrative supervisor in the development and implementation of policies, medical and non-medical based;
- Assists in the department website updates as trained and assigned;
- Assists the preparation of a variety of departmental and state reports;
- May research funding opportunities and assists with the preparation and coordination of grant applications and grant related activities to carry out public health programs;
- Maintains positive interaction with local agencies, service organizations and promotes linkage rather than duplication;
- Participates in public health preparedness activities as trained and assigned;

TYPICAL WORK ACTIVITIES: (Illustrative Only) Continued

Assists in planning and directing workshops, in-services, forums and focus groups to promote public health and health education;
Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, racial and ethnic backgrounds, sexual orientation, lifestyles and physical abilities;
Does related tasks as assigned or needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of the basic principles, practices, techniques and literature of Public Health Education.
Good knowledge of disease prevention and health promotion programs.
Ability to prepare health education materials (pamphlets, posters, newsletters, multimedia).
Ability to use audio-visual equipment.
Ability to prepare newspaper releases, public service announcements and arrange television and radio programs.
Good knowledge of the community's health resources.
Ability to evaluate health education materials (films, pamphlets, text books).
Skills in educational techniques and methods of communication.
Ability to prepare reports and correspondence.
Ability to establish and maintain cooperative relations with community agencies and groups, minority and sub-cultural and cross-cultural.
Perform public speaking.
Physical condition commensurate with the demands of the position.
Ability to communicate both orally and in writing.
Ability to present information in a clear and concise manner.
Ability to organize and motivate volunteers.

MINIMUM QUALIFICATIONS:

EITHER:

A local public health educator must possess: 11.151 Entry Level Qualifications:

- (A) A baccalaureate degree in health education, health science, public health, health promotion, community health, or health communications from a regionally accredited or New York State-registered college or university; or
- (B) A baccalaureate degree in education, nursing, epidemiology, wellness and fitness, or nutrition from a regionally accredited or New York State-registered college or university and one year experience in health education; or
- (C) A baccalaureate degree in marketing, human services, social work or psychology from a regionally accredited or New York State-registered college or university and two years experience in health education; or
- (D) A Master's degree in public health or health education from a regionally accredited or New York State-registered college or university.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.

A local public health educator must satisfactorily complete 15 hours of continuing education in health education related topics approved by the NYS Health Department within one year of appointment.