



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **SENIOR PUBLIC HEALTH EDUCATOR**
Jurisdictional Class: Competitive
Civil Division: Public Health Department
Adoption: CSM 9/13/2000
Revised: CSM 10/10/07; 5/14/08; 11/12/08; 8/12/15; 10/17/18

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for establishing and coordinating public Health Department programs. The incumbent is responsible for working with community partners to establish and maintain population health programs, evaluating and reporting on effectiveness of established programs. The work is performed under the general supervision of the Public Health Director or his/her designee. Supervision is exercised over entry level Public Health Educators or related personnel. Wide leeway allowed for exercise of independent judgement in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works closely with various public and private health agencies within the local and state community to communicate and accomplish program initiatives;

May serve as Public Information Officer for department when circumstances require;

Organizes or works with community groups and directs educational efforts to influence public attitudes and behavior with regard to given health needs;

Prepares and delivers health education programs to various groups and populations;

Coordinates, initiates and modifies health education programs;

Conducts and/or participates in the Community Health Assessment and development of the Community Health Improvement Plan and related community initiatives;

Plans and develops public health education goals, objectives, programs and services;

Utilizes all forms of the media to disseminate information regarding specific diseases;

Makes recommendations towards development of local program policies and procedures;

Writes and administers grants as requested to acquire supplementary funds to carry out public health initiatives;

May oversee grant funded program deliverables, reports and evaluations;

Cooperates in creation and oversight of some program budgets in relation to achieving goals;

Acts as a resource and referral resource to the public for health related information;

Supervises entry level Public Health Educators, related personnel, student interns and volunteers;

Maintains positive interaction with local agencies, service organizations to promote linkage to service;

Initiates, implements and coordinates local disease prevention and other health education programs with public;

Conducts evaluation of public health education programs, methods and materials to determine their effectiveness;

Stays apprised of trends in health behavior, care and policies to incorporate as appropriate with work activities;

Participates in public health preparedness activities as requested or required;

Does other related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the basic principles, practices, techniques and literature of Public Health Education;
Thorough knowledge of disease prevention and health promotion programs;
Working knowledge of various computer programs;
Strong knowledge of grant writing;
Ability to communicate and address groups orally and in writing;
Excellent ability to prepare written health education materials;
Ability to arrange television, radio and other outreach programs;
Thorough knowledge of the community's health resources;
Ability to evaluate health education materials;
Exceptionally good relationship skills to develop, work with and maintain positive and professional relationships with colleagues in the department and the community

MINIMUM QUALIFICATIONS:

A Cayuga County Senior Public Health Educator must possess: 11.152 Supervisory Level Qualifications as per New York Code of Rules and Regulations:

A supervisory public health educator must meet the below qualifications for local public health educator AND have two years of experience as a Public Health Educator; or have a master's degree in public health or health education from a regionally accredited or New York State-registered college or university and one year of experience as a public health educator. (NYCRR 11.152)

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

- (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 of 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; AND

Upon hire, a local public health educator must satisfactorily complete 15 hours of continuing education in health education related topics approved by the New York State Health Department within one year of appointment.

SPECIAL REQUIREMENT(S):

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.