

PUBLIC HEALTH EDUCATOR SERIES  
GUIDELINES FOR LOCAL POSITION CLASSIFICATION

PUBLIC HEALTH EDUCATION SPECIALIST

Nature of Work:

This is advanced professional level work which incorporates all aspects of health education, including community assessment; program planning, implementation, and evaluation; provision of technical assistance to other organizations; and consultation to program and administrative management. Positions may be involved in the budget process and grant writing for the area of responsibility and are responsible for ensuring that health education activities are documented and reported appropriately and are communicated through the agency management structure. Positions have responsibility (1) for a specific comprehensive program(s); (2) as one of two or more Public Health Educators independently responsible for a major portion of a total health education program in a single county local health department with each reporting to the agency director; or (3) for the total health education program in a single county of a multi-county health district under the direction of a higher level Public Health Educator. Positions report to a higher level Public Health Educator or administrator and may report to a special Program Board. They may supervise/coordinate the work of lower level staff, student interns, volunteers, and/or contract employees.

Examples of Work:

Plans, organizes and conducts comprehensive health education services in the area of assignment.

Organizes community groups to identify and address relevant health problems.

Plans and conducts programs designed to promote and stimulate community awareness of and interest in public health issues and their involvement in health education activities.

Researches and writes grants in the area of assignment to maximize the program's ability to provide needed services to the community.

Applies basic evaluation skills to measure effectiveness of health education initiatives and methodologies within the area of assignment using surveys and various techniques such as administering pre/post test.

Interprets data in a limited programmatic area.

Provides consultation and technical assistance to program staff to enhance program effectiveness.

Within assigned area of responsibility, may coordinate and work closely with a community coalition or council with the purpose of promoting health services.

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Develops, selects, assembles, determines the appropriateness of and distributes health educational and informational materials to local agencies, organizations, and other individuals and groups to advise on methods for developing interest and participation in public health programs.

Prepares and selects appropriate educational materials to address specific health problems.

May provide individualized education to change specific health behavior(s).

May make recommendations as to budget and other needs within the specific program area.

Knowledge, Skills and Abilities:

Considerable knowledge of the programs within the assigned area of responsibility; of the principles and practice of public health and public health education; and of community structure and leadership patterns. General knowledge of community health and human service systems; of modern educational theory and techniques of public health education; and of display techniques. Considerable skill in the development, selection, and use of effective educational materials. Ability to establish and maintain effective working relationships with agency staff, community organizations and the public; ability to analyze situations accurately and to adopt effective course of action; ability to stimulate interest and cooperation among various groups in carrying out health education programs or activities; and to speak effectively in public and to express ideas clearly in writing.

Minimum Training and Experience:

Graduation from a four-year college or university with a major in health education and one year of experience in public health education or a related field; graduation from a four-year college or university and two years of experience in public health education; or an equivalent combination of education and experience

State Salary Grade- 65-T

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