



## Two Rivers Public Health Department Job Description

**Job Title:** Health Educator

**Revised Date:** August 19, 2020

**Reports to:** Director and Assistant Director

**Scope of Authority:** Employee is not responsible for supervising other personnel.

**Security/Access:** Employee will be issued picture identification and department credit card.

**Job Summary:** Responsible for a variety of assignments which include but are not limited to: Responsible for planning and coordinating aspects of a specific grant opportunity that targets the implementation of population-wide and priority population approaches to prevent obesity, diabetes, heart disease and stroke and reduce health disparities. Investigate communicable disease, investigate other issues of public health significance, and provide education on disease prevention activities. Evaluate/assess health trends and risk factors of population groups through data collection and analysis, providing surveillance, tracking, reporting and follow-up on contagious diseases. Works with communities or specific population groups to develop/implement public policy. Participate in assessing and evaluating health care services to ensure that people are informed of available programs and services, provides health education, care management and primary care to individuals and families who are members of vulnerable populations and high-risk groups. Responsible for developing, implementing, managing, and evaluating public health programs and education. Responsible for coordination with test Nebraska setting up sites. Responsible for long term care facility coordination with test Nebraska.

### **Required Education and Experience:**

- Graduation from an accredited college or university with a bachelor's degree in Health Promotion, Public Health, Biology or closely related field.
- National Incident Management System (NIMS) compliant within 6 months of employment.
- Proficient in Microsoft Office computer applications and data base applications.
- Ability to operate standard office equipment including but not limited to computers, printers, copiers, scanners, calculators, facsimile machines and telephone systems.
- Valid driver's license and proof of personal driver's insurance required. Ability to utilize own transportation for work purposes.
- Ability to travel within the TRPHD seven county service area. Further distances on occasion.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.

**Preferred qualifications:**

- Graduation from an accredited college or university with a Master's degree in Health Promotion, Public Health or closely related field.
- Five years' experience working as a health educator in a program working in a community setting
- Experience as program coordinator; experience in public or private agency
- Experience in implementation/oversight of program
- Experience in grant writing, program development, management, evaluation and fiscal management.

**Duties and Responsibilities:**

- Enforce laws and regulations passed by the board of health and State of Nebraska that protect health and ensure safety.
- Investigate citizen environmental complaints, contact appropriate agencies for help or referrals, and provide recommendations or follow up for recorded events.
- Monitor and track the surveillance of environmental health issues/diseases: i.e., West Nile Virus, lake algae, water violations, etc.
- Inform, educate, and empower people about environmental health issues such as radon, mercury, pharmaceutical disposal, mold mitigation, indoor air quality and other issues that impact the communities.
- Develop, promote, conduct, and evaluate accepted best practice programs and new and innovative department programs, education, and activities as well as strategies to increase participation in the programs.
- Prepare and disseminate health education and awareness information to the public through the media and other appropriate venues, i.e. school newsletters, brochures, etc.
- Has knowledge of disease prevention, health promotion, prevention and lifestyle risk reduction education, current public health problems and organizations which deal with those problems.
- Demonstrate sound fiscal accountability.
- Search for funding opportunities and develop, submit, and implement grants, budgets, and contracts with various funders.
- Comply with work plans, reporting requirements, and timelines per grant and/or contracts in an accurate and timely manner.
- Compliance with all TRPHD policies and procedures.
- Participation in assigned internal staff committees and participation in required trainings.
- Participate in performance management, activities to sustain a culture of QI within TRPHD and department accreditation efforts.
- Maintain strict confidentiality of sensitive information in accordance to HIPAA regulations.
- Able to work some evenings and weekends when needed.
- Represent TRPHD in a professional manner when out in the community in a variety of settings.
- Assist with emergency response/communicable disease efforts to disease when requested.
- Write news releases and participate in media interviews.
- Other duties as assigned.

**Basic Skills and Abilities required:**

- Ability to establish and maintain effective working relationships with coworkers, administrative support organization, elected and appointed officials, representatives of other governmental units, private industry and members of the general public.
- Readily assumes responsibility.
- Ability to communicate effectively and articulate both orally and in writing.
- Ability to think strategically.
- Ability to organize, analyze, and interpret technical information.
- Ability to organize tasks, establish priorities and meet established deadlines.
- Ability to exercise objective judgment.
- Ability to sit, walk, stand and drive; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move 50 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to demonstrate physical fitness activities.
- Ability to work in a smoke/tobacco-free and drug-free work environment.

This position qualifies for non-exempt status as defined in the Fair Labor Standards. **The position of Health Educator requires 30 day notice of resignation.**

I have read the above job description and agree to carry out the responsibilities described therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_