

COUNTY OF SOLANO

HEALTH EDUCATION SPECIALIST

DEFINITION

Plans, implements and evaluates public health promotion and education activities and related general education programs.

CLASS CHARACTERISTICS

This is a journey level classification, characterized by the responsibility for development, implementation and evaluation of health promotion and education programs. Incumbents provide direct interventions, consultation, and technical assistance to staff and the community. This class is distinguished from Health Education Specialist (Senior) in that the latter may act as a project lead, performs advance journey level work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervising Health Education Specialist/Project Director.

May provide guidance to volunteers and student interns.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Prepares, obtains and disseminates public health information reports, bulletins, pamphlets, posters, exhibits, news releases, radio scripts and other materials; participates in evaluating the effectiveness of program information material and methods; assists in conducting needs assessments; develops teaching materials and educational curricula.

Provides liaison and networking between the Health Services Department and other public and private agencies, community organizations and professional groups, including school administrators, physicians, nurses and school teachers on developing an effective health education program and curriculum; provides technical support to other agencies and groups.

Participates in health information and education programs, health fairs, community events, conferences and meetings; provides consultation and guidance to individuals in clinics; makes presentations to community and youth groups; plans and conducts in-service education programs for Health and Social Services Department personnel and community members.

Conducts presentations for community and other groups as requested; collaborates in coordinating community events related to program goals; participates and facilitates community coalitions and advisory committees.

Develops outreach plans; assesses the health education needs of the community or various target populations; researches and develops policies and procedures; prepares or contributes to the general Health Education Plan; writes grant proposals.

Advocates on behalf of clients of the Department.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the health education field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Working knowledge of the principles, methods and practices of health information/promotion and education.

Different public health functions, programs and objectives of a Health and Social Services Department.

Psychology of effective information dissemination and the educational processes.

The functions and objectives of public and private agencies and institutions that provide health information and education activities, programs and services.

Techniques and use of mass media communications such as newspapers, radio, television and graphic arts.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Gain public support and cooperation of public officials, community groups and agencies relative to community health concerns.

Prepare and edit effective copy for public information.

Formulate, promote and implement a variety of information/education programs; develop curricula including objectives, content areas, learning activities; evaluate program effectiveness.

Develop and maintain relationships with local media; conduct training.

Make public presentations.

Organize and prioritize work assignments.

Communicate clearly and concisely, both orally and in writing with people of diverse socio-economic backgrounds and temperaments.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; demonstrate tact and diplomacy.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

One year of full time, paid experience, in health promotion and education activities.

Education/Training:

Bachelor's degree is required from an accredited college or university preferred in health education or in public health, education, health science, sociology, psychology or a related field including at least three college level classes in public health/health education or Certification as a Health Education Specialist (CHES). A Master's degree in Public Health may be substituted for the experience.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid California Class C driver's license may be required.

Some assignments may require certification associated with the specific subject area.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Candidates for employment may as a condition of employment sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

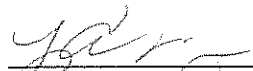
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and

materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

Sensory Requirements: Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.



Director of Human Resources

Established Date: August 1991

Revised Date: November 2002

BOS Date: June 30, 2003

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