

**Job Title**

Public Health Educator

Reports to: Executive Director

FLSA Status: Nonexempt

Classification: Regular Full-time

Primary Responsibilities

The Public Health Educator (PHE) is responsible for providing community education and support regarding projects and programs with the Department as necessary. This position will collaborate with the program coordinators to promote individual and population health by providing public health education, promotion, and behavior-change initiatives in a variety of settings across the Southeast Health District.

Under general supervision, the PHE performs the following essential duties within the framework of the Department's provision of the core functions and essential services of public health:

- Implement strategies, initiatives, and activities for individuals, families, and population groups that promote health and prevent disease, injuries, and disabilities in settings including, but not limited to clinics, community organizations, businesses, schools, and the community in general.
- Disseminate health education materials and information that are accurate, culturally appropriate, and educationally sound.
- Perform various health assessments and screening tools for children, families, and community members. Document client assessment and intervention data in records. Uses established medical record forms, databases, and documentation practices.
- Gather, organize, interpret, and maintain data for program monitoring, reporting, evaluation, and improvement.
- Write and submit reports in an accurate and timely manner.

Additional Duties

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Search for funding opportunities and assist in the development of grant proposals, work plans, goals and objectives related to existing and future programs/projects.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.

- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Represent the Department by serving on various committees, coalitions, and community alliances related to emergency preparedness or as assigned by Director or designee.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by the Executive Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Participate in needs assessments, strategic planning, accreditation, evaluation, and quality improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Assist in training and orientation of new employees.
- Perform other duties as assigned.

Qualifications

EDUCATION: High School diploma. Associate degree from an accredited college or university in public health, health promotion, social work, education, or related field of study preferred. Applicants fluent in both English and Spanish preferred.

EXPERIENCE: At least one year of relevant experience.

OTHER: A valid driver's license, a current vehicle insurance certificate, and reliable transportation.

Knowledge and Abilities

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of community agencies and resources.
- Understanding of barriers that may be impacting the community and resources to alleviate strain.
- Knowledge of the core functions and essential services of public health.
- Knowledge of disease prevention, health promotion, lifestyle risk reduction education, and public health research methods.
- Knowledge of methods, practices, and techniques used in ascertaining public health problems and health education needs.
- Knowledge of the geography of Johnson, Nemaha, Otoe, Pawnee, and Richardson counties.
- Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.

- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
- Ability to understand and follow verbal and written instructions.
- Ability to communicate with people of all ages and backgrounds.
- Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
- Ability to work independently with a minimum level of supervision after completing training and probationary period.
- Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

Working Conditions

Work is generally performed indoors in an office setting but may occasionally be performed outdoors. Computers, fax, copier, personal or department vehicles, and public health equipment and supplies are used to perform functions. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

Additional Preferred Licensure/Certificates

Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, or 800 will be required to complete the courses within three months of employment.

How to Apply

Fill out an application on our Career Opportunities page: <https://www.sedhd.org/about-us/careers.html>