

Job Title: Public Health Educator		
FLSA Status: Nonexempt	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Starting Pay Range: \$17.05 – \$19.67
Location: Auburn, Nebraska City, or Tecumseh Nebraska		
Supervises: None		
Reports To: Community Health Program Manager		

JOB SUMMARY

The Public Health Educator (PHE) provides community education and support for Department projects and programs. This position works collaboratively with Program Coordinators to promote individual and population health by delivering public health education, outreach, and behavior-change initiatives throughout the Southeast Health District.

DUTIES AND RESPONSIBILITIES

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

- Implements strategies and initiatives that promote health and prevent disease, injury, and disability among individuals, families, and population groups in a variety of settings, including clinics, community organizations, businesses, schools, and other community locations.
- Develops and distributes accurate, culturally appropriate, and educationally sound health education materials and information.
- Conducts health assessments and screenings for children, families, and community members; documents assessment and intervention data using established medical record forms, databases, and documentation practices.
- Collects, organizes, interprets, and maintains data for program monitoring, reporting, evaluation, and improvement.
- Prepares and submits timely, accurate reports.

ADDITIONAL DUTIES

- Promotes and incorporates the Department's core values, vision, mission, and strategic initiatives into daily service delivery.
- Maintains working knowledge of all Department services and programs and provides information to the public as appropriate.
- Pursues ongoing professional growth by seeking educational opportunities, participating in committees and work groups, and contributing to a culture of continuous improvement.
- Identifies funding opportunities and assists in developing grant proposals, work plans, goals, and objectives for new and existing programs/projects.
- Adheres to all HIPAA and Department confidentiality and privacy policies and practices.
- Establishes and maintains effective working relationships with coworkers, stakeholders, governmental officials, and the public.
- Represents the Department on committees, coalitions, and community alliances as assigned
- Attend trainings, courses, seminars, and conferences, as approved, to stay current on trends and maintain skills.
- Participates in needs assessments, strategic planning, accreditation, evaluation, and quality improvement efforts, using data-driven decision-making to guide priorities and objectives.
- Performs computer data entry and retrieval using various hardware and software systems.
- Prepares and maintains accurate records, reports, correspondence, mileage logs, and timesheets.
- Submits content for the Department's website and social media platforms.
- Assists with training and orienting new employees.
- Performs other duties as assigned.

Job Description: Public Health Educator

Effective: 8/1/2025

Revision: 0

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal and communication skills, with the ability to work effectively with diverse groups in the community.
- Familiarity with community agencies, resources, and barriers impacting local populations, along with strategies to alleviate those barriers.
- Knowledge of the core functions and essential services of public health, including disease prevention, health promotion, lifestyle risk reduction, and public health research methods.
- Understanding of methods, practices, and techniques for identifying public health issues and health education needs.
- Working knowledge of the geography of Johnson, Nemaha, Otoe, Pawnee, and Richardson counties.
- Ability to make sound professional decisions within Department policy and perform duties with efficiency, accuracy, thoroughness, and attention to detail.
- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Proficient in verbal and written communication in English, using proper grammar, vocabulary, spelling, and punctuation.
- Ability to understand and follow verbal and written instructions.
- Ability to communicate effectively with individuals of all ages and backgrounds.
- Flexibility to meet scheduling demands, including weekends, overtime, emergency call-ins, and varied shifts.
- Ability to work independently with minimal supervision after training.
- Ability to safely operate a motor vehicle in compliance with traffic laws while performing job duties.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent. 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.
- At least one year of relevant experience.
- Exceptional writing, attention to detail, and interpersonal communication skills are essential.
- Proficient in Microsoft Office computer applications. Experience and or training utilizing database, statistical, and graphics software preferred.

OTHER

- Must be able to use personal vehicle for travel if needed.
- Able to work in a smoke-free and drug-free work environment.
- Able to pass pre-employment screenings and agree to have a background check.
- Able to spend prolonged periods sitting at a desk and working on a computer.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license and have and maintain a clean driving record.
- Current vehicle insurance certificate.
- 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.

WORKING CONDITIONS

Work is performed primarily at SEDHD office sites, as well as community sites. Computer equipment, copiers, 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 extended periods, possible overtime, driving, some

overnight travel, and infrequently working nights and weekends. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations.

EQUAL OPPORTUNITY

The Southeast District Health Department is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Submit an application on the Southeast District Health Department's [Career Opportunities page](#).