

A-21

HEALTH EDUCATOR

NAUGATUCK VALLEY HEALTH DISTRICT

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

This is a professional public health position with responsibility for assisting the development and implementation of public health education activities within the Naugatuck Valley region. The work involves a wide array of preventative health and health promotion activities aimed at improving the health and well-being of all residents, by encouraging individuals and communities to adopt healthy behaviors, policies, and environments.

ACCOUNTABILITY AND SUPERVISION

The Health Educator reports directly to the Assistant Director for Community Health and in her absence to the Director or other designee.

WORKING ENVIRONMENT/ESSENTIAL FUNCTIONS

The Health Educator is required to perform occasional lifting of equipment and material weighing up to 25 pounds. Duties may require climbing up and down stairways, significant walking, sitting and/or standing, some of which may be on uneven ground. Working outdoors in inclement weather may be required. The work requires the use of a computer and other business machines. The Health Educator is expected to respond to emergencies and local public health occurrences of an urgent nature occasionally during and beyond the standard hours of operation. The position may will work a 35 hour work week and occasionally on nights and weekends when needed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Plans and coordinates community outreach, public health education and prevention programs.
- Prepares and disseminates educational material to the staff and the general public.
- Administers grant funded public health initiatives, such as, regional asthma programs.

- Utilizes the Lead Surveillance System for the collection, analysis and reporting of lead prevention and control. Conducts epidemiological investigations to determine source of lead exposure and coordinates with environmental health inspectors on actions to be taken.
- Assists in helping the Assistant Director to promote, organize and guide existing programs and help plan and develop new health programs.
- Assists with the development and implementation of the Community Health Improvement Plan.
- Assists with timely communication and risk communication to partners and the public, as needed.
- May be required to work evenings and/or weekends for community health education outreach, fairs and community meetings.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the modern methods, principles, tools, program planning and practices of public health. Knowledge of the causes, impacts of, and solutions to current public health problems. Knowledge of quality improvement and program evaluation activities.
- Considerable ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions, and to read and understand complex written material.
- Ability to prepare and maintain various records and reports, including computerized records, databases, and reports.
- Considerable organizational skills and an ability to work independently.
- Good interpersonal skills with a desire to work collaboratively; organize and facilitate individuals, teams, groups, multiple agencies, the general public, and diverse communities.

- Computer proficiency in word processing programs and databases. Power Point, spreadsheet, and other document formatting techniques, ability to create and maintain rapid electronic communications networks and maintain webpage.

QUALIFICATIONS

- Have a Bachelor of Science in Public Health or related field; RN licensure and/or equivalent amount of related experience and training may be substituted. Master's degree is preferred.

SPECIAL REQUIREMENTS

- Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.
- Testing for substance abuse, a physical examination, and a criminal background check may be required as part of the employee procedures.
- Maintenance of required certifications shall be a requirement for the employee to remain in this classification.
- Bilingual a plus.

12.1.2015