

Health Educator

General Definition of Work

Performs intermediate advanced human support work planning, implementing, monitoring and evaluating various grant and other programs designed to encourage healthy lifestyles; developing and maintaining partnerships with community organizations to promote healthy living initiatives; developing and maintaining budgets for the various programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Horizon Public Health Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Seeks grant opportunities; coordinates and writes grant applications.

Plans, implements, monitors and evaluates programs designed to encourage healthy lifestyles; informs, educates and empowers people regarding health issues; learns and applies appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Reports and manages budgets for assigned projects.

Collects and analyzes data to identify community needs.

Serves on various health committees to coordinate services, provide information or share professional knowledge; serves as community resources to assist individuals, other professionals, or the community in health education and health promotion; maintains knowledge of community resources.

Develops and conducts training on various health-related topics for Public Health and other county staff, community groups, and for local, regional and statewide conferences.

Prepares for and responds to disasters; assists communities in disaster recovery; works with staff, community partners and clients to develop and implement emergency preparedness planning and programming.

Implements public relations techniques and media campaigns.

Attend trainings, workshops and conferences.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.



Knowledge, Skills and Abilities

Required Competency and Skills: Knowledgeable of Tier 1 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas including such responsibilities as basic data collection and analysis, fieldwork, program planning, outreach activities, programmatic support, and other organizational tasks.

Thorough knowledge of dailies and time sheets, grant reports and presentations; standard office equipment and standard office software. General knowledge of related agency/ department policies, practices and procedures. Some knowledge of standard accounting software. Skill in communicating with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles; skill in establishing and maintaining effective working relationships with colleagues and community partners. Ability to make arithmetic computations using whole numbers, fractions and decimals, ability to compute rates, ratios and percentages. Ability to maintain confidentiality.

Education and Experience

Bachelor's degree in community health, health education, public health, or related field and one to three years of experience in health education or community health programs.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and tasting or smelling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, assembly or fabrication of parts within arms length, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Upon employment or within six months of hire training in: AWAIR, Employee Right to Know, NIMS, Emergency Action Plan, HIPAA, Data Practices and fire training. Occasional non-traditional work hours required.

Valid driver's license in the State of Minnesota.