

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Health Educator</u>
Sch.& Grade	<u>PAT-9</u>
Class Code	<u>BE25</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Oversees the planning, development and implementation of comprehensive, community-wide programs on risk reduction and health promotion.

SUPERVISION:

Under general supervision of the Administrator of Community Health and Epidemiology. Supervises assigned staff including the Health Educator Assistant and Public Health Program Representative.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans and executes specialized health education and health promotion activities, research projects, and programs to meet identified departmental priorities.
2. Provides advanced technical assistance, training and consultation to public health staff, task forces, community organizations, and other health professionals.
3. Prepares and makes presentations regarding the purpose, theory, concepts and processes of health education and health promotion programs.
4. Provides guidance in the development of educational materials for health promotion and behavioral risk reduction programs.
5. Supervises and evaluates health education project funding applications.
6. Monitors project implementation and process outcomes.
7. Assists in determining staff operational needs to carry out required training and professional development efforts.
8. Maintains knowledge of health education and promotion research through professional literature review, along with participation in conferences and continuing education.
9. Coordinates public health professional internship program.
10. Organizes, promotes and coordinates the City's Wellness @ Work program.

IMPORTANT FUNCTIONS:

1. Organizes and develops large-scale, multifaceted health education programs.
2. Explains complex medical information and epidemiological findings along with interpretation of departmental objectives to civic and community groups and public officials.
3. Performs population-based analysis regarding health education needs.
4. Attends conferences and workshops for professional development purposes.
5. Performs minor office administration tasks, such as copying, filing, faxing, etc.
6. Serves as a department liaison to community organizations.
7. Computer skills for word processing, and graphic design.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough understanding of the principles of the education process, and its application to public and community health practices; capacity to assess research findings and assist in the design of special studies on community health status; thorough understanding of the practice of information transmission to individuals at all levels of socioeconomic backgrounds.

Abilities

Effectively develop and present health education programs that are designed to encourage healthy lifestyles, policies, and environments; research, organize, prepare and present information that is scientific and technical in nature; exercise discretion and utilize sound, independent judgment regarding matters of significance; make effective recommendations and decisions; speak effectively in front of groups; follow oral and written instructions; prepare and present clear and comprehensive reports; read, understand, and interpret a variety of written documentation, information, and ideas expressed in writing; utilize computer software applications such as word processing, data base, spreadsheet, and desktop publishing; communicate effectively, both verbally and in writing; deal effectively and courteously with individuals at all levels of the organization, including associates, health professionals, the general public, advisory board members, and corporate executives; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s degree in Health Education or Health Promotion, supplemented by three years of professional education or health promotion experience. Graduate level coursework in health education, health promotion, or public health education may be substituted for up to one year of the experience requirement.

Physical Requirements

Performs bending, kneeling, sorting, twisting and reaching from ground level to overhead; grips, holds and carries objects weighing up to 30 pounds; pushes and pulls up to 25 pounds; must be able to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. Some work locations may not have controlled heating/cooling.

Licensing/Certification

Certified Health Education Specialist (CHES) or Masters in Public Health is preferred.

Miscellaneous Requirements

If operating a motor vehicle during the course of performing job duties, must possess a valid Missouri Motor Vehicle Operator’s License, and provide required liability coverage.

Last Revision: February 13, 2012

GENERAL ORDINANCE NO. 4537

Comments: Updated Abilities

Date: July 24, 1995

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____