

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Health Educator Assistant</u>
Sch.& Grade	<u>PAT-6</u>
Class Code	<u>EB10</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Union Eligible</u>
Occupational Group	<u>Health</u>

**PRIMARY PURPOSE:**

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

**SUPERVISION:**

Under direct supervision of the Health Educator or other designated supervisor. Works independently within established policies and procedures.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Assists in the development and presentation of health education and health promotion activities, research projects, and programs to meet identified departmental priorities.
2. Provides assistance, training and consultation to public health staff, task forces, community organizations, and other health professionals.
3. Prepares and makes presentations regarding purpose, concepts and processes of health education and health promotion programs.
4. Operates word processing, desktop publishing, spreadsheet and database software.
5. Assists in the development of educational materials for health promotion and behavioral risk reduction programs.
6. Monitors project implementation and process outcomes.
7. Assists in determining staff operational needs to carry out required training efforts.
8. Maintains knowledge of health education and promotion research through professional literature review, along with participation in conferences and continuing education.
9. Travels to off-site locations to conduct research, presentations, etc.

**IMPORTANT FUNCTIONS:**

1. Assists in organizing and developing large scale, multifaceted health education programs.
2. Performs population-based analysis regarding health education needs.
3. Attends conferences and workshops for professional development purposes.
4. Performs minor office administration tasks, such as copying, filing, faxing, etc.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

General knowledge of the principles of the education process, and applications to public and community health practice.

**Abilities**

Research, organize, prepare and present information that is technical in nature; utilize sound, independent judgment; follow oral and written instructions; prepare and present clear and comprehensive reports; utilize appropriate software such as word processing, desktop publishing, database and spreadsheet; effectively make presentations to a varied audience; communicate effectively, both verbally and in writing; disseminate information in a friendly and professional manner; deal effectively and courteously with individuals at all levels of the organization, including associates, the general public, advisory board members, and corporate executives; present an overall professional image; effectively welcome and embrace 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. A degree in communications or public relations or the biological, chemical or social sciences may be considered. Experience in community, work site, school health, patient education, or health education research may be substituted for the formal education requirement on a year-for-year basis.

**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**

None required.

**Miscellaneous Requirements**

Schedule will include some weekend and evening hours to accommodate meetings or other work related activities. 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.

<b>Last Revision:</b>	May 26, 2016	<b>GENERAL ORDINANCE NO.</b> 4812
<b>Comments:</b>	Updated bargaining unit eligibility	<b>Date:</b> June 22, 1998

**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:** \_\_\_\_\_