

IMPERIAL COUNTY

CLASS TITLE: HEALTH EDUCATION SPECIALIST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, implement and evaluate public health education and health promotion programs in support of the Health Department.

DISTINGUISHING CHARACTERISTICS:

Health Education Specialist I assist with the planning, implementation and evaluation of public health education and health promotion programs. Health Education Specialist II is the advanced level classification in the series; supervises other health education staff and reports directly to the Department head.

REPRESENTATIVE DUTIES:

Participate in the planning, organization and the evaluation of community health education and health promotion programs.

Prepare and present health education lectures to the general public, public and private organizations and other agencies.

Development and maintain cooperative programs with community agencies aimed at the solution of health problems faced by the community.

Initiate contacts with community representatives; respond to inquires regarding Health Department activities; establish relationships with community groups and agencies to facilitate smooth working relationships between the Health Department and others.

Provide training and quality assurance for educational activities conducted by clinic and outreach staff.

Assist in developing a variety of educational materials, such as reports, articles, and news releases; act as a resource for the collection and dissemination of health information.

Assist departmental staff in planning meetings, workshops, conferences and seminars.

Assist in the preparation of manuals, outlines and guides to describe health services to community groups.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of community health education.
Oral and written communication skills.

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Public speaking techniques.
Research methods and report writing techniques.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

ABILITY TO:

Implement, direct and revise programs.
Maintain current knowledge of technological advances in the field.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in community health education, public health education, or a closely related field in Behavioral Health Sciences and one year experience in a public health department, health service provider or community-based health organization.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office environment.

Physical abilities required include sitting or standing for periods of time, speaking to communicate in person and on the phone and to make presentations, climbing stairs, dexterity of hands and fingers to operate a variety of office machines and equipment.

Incumbents may be exposed to dust, pollen and adverse weather conditions.