



Position Title:	Public Health Educator		Position #:	65245
Agency Unit:	Division of Environmental Health	Reports to:	Director of Environmental Health	
Employment Status:	Full Time	Pay Grade:	\$17.00 - \$28.00 per hour	FLSA Status: Non-Exempt

Position Summary: The purpose of the Public Health Educator is to promote individual and population health by developing and implementing health promotion and education initiatives and health behavior-change programs in a variety of settings for the diverse populations represented in Crawford County and surrounding areas.

Essential Duties/Functions: Develop and implement marketing/promotional/public relation and educational programs for specific projects as assigned. Develop social media posts and write press releases.

Write grants and maintain compliance with reporting requirements. Manage databases, collect quantitative and qualitative data, analyze data through multiple statistical methods, conduct needs assessments/evaluations, and create data visualizations.

Maintain a current working knowledge of all programs and services available through Crawford County Public Health. Provide support for accreditation activities.

Build and lead coalitions and collaborate with other prevention and wellness programs. Present educational programs on public health topics. Conduct school and community outreach presentations and activities.

May serve as a resource to assist individuals, other professionals, or the community, and may administer fiscal resources for health education programs.

Maintain records/supplies and writes reports/correspondences for programs for their proper administration.

Evaluate program/projects as required to improve the quality as well as quantity of service delivery through on site visits as well as review of reports and records.

Attend formal training courses conducted by local, state, federal, and university personnel to enhance knowledge and skill necessary to perform public health enforcement activities.

Participate in the exercising of emergency response plans.

Other duties may be required and assigned, particularly during a pandemic.

Minimum Qualifications:	<p>Must have a bachelor's degree in public health or a health related field. CHES (Certified Health Education Specialist) preferred. Prior public health experience preferred. Must be able to work with a diverse group of professionals; manage timelines; and achieve great attention to detail. Must have excellent interpersonal relationship skills including cultural sensitivity. Must possess superior writing skills and ability to organize written communication to public and private partners. Leadership experience required. Must be comfortable with public speaking in front of large groups. Must have computer skills in word processing, spreadsheets, design, and presentation software. Must hold a valid Ohio Driver's License, have use of a reliable, safe vehicle for work use and maintain current automotive insurance coverage. Must successfully pass a background check. Must have willingness to learn new skills, be adaptable/flexible.</p>
Key Competencies: Analytical/ Assessment Skills:	<ul style="list-style-type: none"> • Knowledge of the core functions and essential services of public health, public health principles and disease process. • Knowledge of environmental sciences and environmental public health principles. • Knowledge of data collection, analysis and interpretation techniques. • Ability to develop, organize, motivate and coordinate groups across the agency. • Demonstrates basic mathematical calculations. • Demonstrates effective written and oral communications, including conveying technical information to non-technical community members. • Demonstrates ability to interpret and apply public health protection regulations. • Knowledge of conflict resolution techniques and its applications. • Demonstrates ability to work independently and in teams. • Demonstrates basic knowledge and use of computerized data management systems. • Demonstrates knowledge of and usage of field equipment. • Possesses organizational skills. • Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism).
Policy Development Program Planning Skills:	<ul style="list-style-type: none"> • Collaborates in the development, implementation and evaluation of long and short range policies, procedures, plans and programs for public health and emergency preparedness in Crawford County. • Leads and manages health education strategies with direct program staff and community partners. Based on need assessments, develop, implement and evaluate community health programming using evidence-based practices. • Assists with policy development within the agency and the community. • Promotes the community's understanding of, and advocacy for, policies and activities that will improve the community's health. • Collaborates in and contributes to individual, team, and departmental performance management, quality improvement and evaluation activities • Collaborate with other agencies, including but not limited to, local health care providers, hospitals, law enforcement agencies, and emergency management. • Participate in local emergency management table-top, functional and full-scale exercises to test effectiveness of public health/medical annex.
Communication Skills:	<ul style="list-style-type: none"> • Develops and implements CCPH annual outreach/marketing plan to promote agency programs delivered through publications, stories, reports, websites and media using techniques that best suit the target audience. Assists in maintaining department websites and social media sites.

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
- Applies communication and group dynamic strategies in interactions with individuals and groups.
- Ensures that the public health organization seeks input from other organizations and individuals.
- Ensures a variety of approaches are considered and used to disseminate public health information.
- Educates local and state policy makers and community stakeholder on public health issues.

**Cultural
Competency Skills:**

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code and emergency preparedness policies and procedures.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book

**Community
Dimensions of
Practice Skills:**

- Provides accreditation, emergency preparedness, and public health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups industry organizations, the general public and other agencies regarding local public health environmental codes, regulations, policies, and identified environmental health problems
- Provides orientation to staff, students and other health and human service professionals in the community regarding public health practices
- Contributes to a work environment that fosters ongoing educational experiences regarding public health for colleagues, nursing and other health-related students, healthcare professionals and members of the community

**Public Health
Sciences Skills:**

- Collaborates in the development and delivery of programs and activities that promote health and prevent disease, in settings including, but not limited to homes, community organizations and businesses, schools, and the community in general
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences
- Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and

writing and repetitive motions.

- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

Financial Planning and Management Skills:

- Collaborates and assists in the development of budgets and the efficient use of resources.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Manages the development and submission of required grant reports.

Leadership and Systems Thinking Skills:

- Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Lead team meetings with staff on the best way to acquire documentation that is difficult to identify, find, or develop. Leads meetings for identifying processes that need to be improved or implemented.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.
- Promotes mentoring, peer advising, coaching or other personal development opportunities for the public health workforce, including him or herself
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies

Work Environment:

- General office setting in health department facilities, as well as community sites including clients' homes, restaurants or other workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
- Responds to public health emergencies. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.

- Physical Demands:**
- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.
- Confidentiality:**
- CCPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CCPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.
- Safety:**
- CCPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.
- Mental Demands:**
- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.
- Job Performance Evaluation:**
- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

Name	Title	Date
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Supervisor:

Name	Title	Date
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