



POSITION DESCRIPTION

DEPARTMENT: PUBLIC HEALTH

POSITION TITLE: Public Health Educator

EMPLOYMENT CATEGORY: Partially Grant Funded / Full-Time / Part-Time

STATUS: Non-Exempt

REPORTS TO: Finance Officer and/or Department Head

POSITION SUMMARY:

Barton County Health Department believes that all interactions must follow the Trauma Informed Systems of Care approach. All people, staff and clients, are to be treated with dignity and respect, regardless of their socio-economic status, race, religion, or gender affiliation. Any position hired to the BCHD will operate under these guidelines.

This position requires a thorough knowledge of Public Health education material to be developed, provided and evaluated in both written and verbal formats. This person coordinates and reports progress to the Health Department Director and may also consult with other Local Health Department Directors, school personnel, the media and other community agencies as necessary. This position requires a response to program planning by teaching in communities and in schools and by informing the public on current and seasonal health issues. This position works with the Health Department staff to assist with outreach efforts. This person must possess excellent interpersonal communication skills. Quality Improvement practices will be embedded in the everyday workload. This position reports to the Barton County Health Department Director and/or the Finance Officer and has no supervisory responsibility and exercises judgment with some supervision. Successful applicant must pass drug screen and physical assessment.

FUNDAMENTAL JOB DUTIES:

1. Provides community education for critical Public Health issues.
2. Writes grant reports as required to support work in Public Health areas for grants and projects as instructed.
3. Serves as a liaison with community entities.
4. Assists in grant writing as needed.
5. Assists in evaluating the needs of the residents of Barton County and assisting in the implementation of new Programs to meet these needs.
6. Publish Health Education materials.
7. Provide, assist and orchestrate marketing/social media updates.
8. Other duties as assigned.

EDUCATION:

Bachelor's degree in health-related field, marketing or in education is preferred, with 3-5 years' experience in the health field, marketing or in education preferred.

EXPERIENCE / SKILLS:

May require attendance at program updates and trainings. Requires excellent written and verbal communication skills as well as keyboard, word processing and computer publishing skills, mathematical ability, patience, and tolerance of people who are stressed. Experience in a healthcare environment preferred. Experience with audio-visual programming and equipment required. Must be able to learn new skills as needed and have a willingness to participate in the Team Approach. Also required is the ability to communicate to a broad segment of our population and must be able to hear, see and verbalize ideas.

PHYSICAL REQUIREMENTS / ABILITIES:

This person must be able to travel regularly. Applicant must have a valid Kansas driver's license. This position requires sitting and standing for long periods of time, bending and occasional lifting up to 50 pounds. This position requires excellent interpersonal communication skills. This position requires occasional evening and possible weekend hours. This position will also require the ability to multi-task and switch tasks quickly and effortlessly. This person needs to be able to respond to situations in a calm and effective manner. CPR certification required.

WORKING CONDITIONS / ENVIRONMENT:

This person works in an office setting with a variety of office equipment. They will also be required to work in schools with superintendents, principals, teachers and students, as well as in various communities with the lay public and serve on committee's in to include, but not limited to local and state-wide entities, especially with grant related issues. High noise level, frequent close visual and mental attention required. Possible exposure to Bloodborne pathogens and communicable diseases. This position will work with all educational levels and with people of varying abilities.

This work requires the ability to be flexible with travel and may require working in unusual environments as well as in the office setting. Time spent with clients varies.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature_____Date_____/_____/_____

Department Head Signature_____