

Oneida County

JOB DESCRIPTION

JOB TITLE: Health Educator

DEPARTMENT: Health

Reports To: Public Health Director and Assistant Director

FLSA Status: Nonexempt

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Approved By: Lisa Charbarneau

Approved Date: July 2013

Reviewed Date:

GENERAL SUMMARY:

The Community Health Practitioner promotes 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 Oneida County. These have a focus on strengthening community-based partnerships involving multiple public and private organizations and agencies to address the identified community health priorities in Oneida County.

ESSENTIAL FUNCTIONS:

Under general supervision and/or as part of various workgroups and teams, the Community Health Specialist performs the following essential functions within the framework of Oneida County Health Department's provision of the core functions and essential services of public health:

Public Health Sciences

1. Assists with the development and implementation of multiple strategies, initiatives and activities that promote health and prevent disease, in settings including, but not limited to Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
2. Assists in the development, implementation and evaluation of strategies that address established community health improvement priorities in partnership with public and private organizations.
3. Researches and retrieves information regarding evidence-based health promotion and health education initiatives, programs and activities from a variety of text and electronic resources.
4. Assists as directed in implementation of community-based research and demonstration projects that are sanctioned by the Oneida County Health Department.
5. Design and conduct health educational programs for the Department, community organizations, members of the general public and other professionals.

6. Develop and promote and/or market health education materials and information that are accurate, culturally appropriate and educationally sound.
7. Gather, organize and maintain data for program monitoring, evaluation and improvement.
8. Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care.
9. Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
10. Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
11. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
12. Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
13. Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
14. Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.

Community Dimensions of Practice

15. Assists in the development and coordination of community and agency partnerships, initiatives, programs and events to address identified community health priorities and improve population health; develop and implement processes to ensure public involvement and input.
16. Provides leadership in the process of developing and applying evidence-based and evidence-building community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
17. Collaborate with community and across the Department to assess population health needs.
18. Designs and delivers - orientation for Department staff and public health education and technical assistance for community agency staff as well as community members on health promotion and disease prevention.
19. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
20. Participates in Oneida County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.

Analysis and Assessment

21. Participates in Oneida County Health Department's community health assessment and health improvement planning and intervention activities.
22. Ensures accuracy, completeness and quality of data for health promotion and disease prevention, evaluation and quality improvement efforts.

Leadership and Systems Thinking

23. Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
24. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
25. Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.

Policy Development and Program Planning

26. Promotes the community's understanding of, and advocacy for, policies and activities that will improve community's health
27. Assists in policy development by gathering relevant information, developing policy options, and assisting with impact analysis of options on services and population health.
28. Assist in developing and implementing a community involvement process that assures the informational exchange necessary to provide Public Health's input into appropriate plans and policies; identify potential barriers to new policy development and implementation.

Communication and Cultural Competency

29. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
30. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
31. Adheres to ethical principles and Oneida County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

32. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources
33. Participates in developing resources for health promotion and disease prevention initiatives and activities through assessment and analysis including cost-benefit, cost effectiveness, and cost-utility analyses; contributes to the preparation of proposals for funding from external resources.

Other

34. Maintain, update and use computerized data management systems.
35. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
36. Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
37. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
38. 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.
39. Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**Education, Licensure, Certifications, Experience**

- Bachelor's degree in public health, public health nursing, public administration, health promotion/education, social work or other closely related degree. Master's degree preferred.
- Three (3) years of public health/community development experience.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100 and 700.a certification within six (6) months of employment.
- National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification within six (6) months of employment.
- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge and Skills:

- Knowledge of the core functions and essential services of public health
- Knowledge of education program planning, implementation and evaluation.
- Knowledge of training principles and methods, needs assessment, design and evaluation.
- Knowledge of course design, teaching methods and techniques for presenting material.

- Knowledge of health promotion and health education theories and practices related to: public health, epidemiology, disease prevention, behavioral change, group process, community organizing and mobilizing, social justice, and adult learning.
- Knowledge of data analysis and research methods.
- Knowledge of social marketing principles, public information and mass media and methods of instruction.
- Interpersonal communications, group process and facilitation skills.
- Excellent oral and written communications skills.
- Effectively communicates a broad amount of information to a wide variety of audiences.
- Demonstrates ability to make group presentations.
- Knowledge of Community organizing skills.
- Knowledge of Program-planning skills.
- Demonstrates computer use ability in word processing, spreadsheet and database software.
- Demonstrates ability to use a wide range of audio visual equipment.

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.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin law.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office setting in health department facilities, as well as community sites including clients' homes and 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, vibration, 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.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, Fax, copier, personal or county vehicle, and public health equipment and supplies.

Reports to: Director or Assistant Director

Directs Work of: None

Blood borne Pathogen Risk Code: None __ Low X Medium _ High __