

COUNTY OF SOLANO
HEALTH EDUCATION MANAGER

Rev: 3/06

DEFINITION

Researches, plans, implements, directs, manages, evaluates and revises health promotion, education and prevention programs at the community, City and County levels; provides expertise and guidance regarding public health, wellness, safety and preventive issues ; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This single position, management level class is responsible for providing program direction and participating in the planning, developing, monitoring and evaluating health related programs with multiple funding sources. The incumbent is responsible for development and oversight of education programs designed to decrease disease morbidity and mortality, improve injury prevention efforts, provide wellness programs and increase awareness of environmental factors effecting overall health including preparation and administration of budgets. The employee participates in the development and implementation of goals, objectives, policies and priorities for the assigned program. In addition, the employee provides staff support to higher level management within the assigned Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher level management position in the Health and Social Services Department.

Exercises direct supervision over supervisory, professional and nonprofessional staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Plans, develops, organizes, manages, and evaluates health education programs and activities; supervises the research and collection of data; assesses public health education needs; designs health education programs; establishes program priorities; monitors and analyzes program effectiveness, benefits, consequences, and cost effectiveness; documents evaluation data and determines conclusions; provides recommendation for program modification.

Provides input and professional guidance in developing short and long range plans for community health services; develops, directs and maintains the vision and long range plan; utilizes references to conduct needs assessments, identifies and sets priorities for community health education and promotion; researches, collects, surveys and analyzes data on health indicators.

Formulates and provides policy and program funding recommendations; acts as an advocate for specific program funding for propriety public health issues; seeks grant funding resources; writes grant applications; seeks pre-approval to apply for funding; negotiates with granting agencies regarding scope of work and budgets.

Supervises professional and non-professional staff engaged in health education; interviews, selects, and orients staff; responds to personnel issues; processes employee concerns and problems; directs work; counsels, disciplines, and completes employee performance appraisals; coordinates training activities; organizes, prioritizes, and assigns work; monitors status of work in progress; inspects completed work; assists with complex/problem situations, and provides technical expertise.

Develops policies, procedures and protocols for health related public relations and media interfaces; prepares and disseminates health education reports, bulletins, news releases and radio public service announcements; contacts private industry and community agencies to promote and provide assistance on health education programs; serves as the department or County Public Information Officer.

Provides technical assistance to employees and community groups on health education issues and activities; identifies community resources and utilizes resources to implement health education programs; coordinates the development and presentation of special conferences, meetings, health promotion or other educational programs.

Serves as an internal consultant for other personnel conducting health education and promotion activities; fulfills requests from the public for speakers, films and literature pertaining to community health; provides training and orientation to new employees in regard to health education practices, trends and resources.

Develops, submits, implements and monitors several program budgets; monitors budgetary activity; implements budgetary strategy and guidelines; manages grant funding budgets and ensures compliance with grant requirements; prepares budget narratives.

Participates in program planning, policy formulation and in establishing goals for the Division; may be assigned additional management or administrative activities.

Confers with County and state officials; networks with health educators in neighboring counties; negotiates and oversees sub-contracts with external health education providers.

Directs the recruitment and involvement of community members in planning and developing new health service programs; ensures the community's perceived health education and promotion needs and priorities are established and met through needs assessments; provides leadership, technical assistance and participates in community coalitions.

Performs various administrative tasks; edits and compiles major documents; reads, analyzes interprets, and applies legislation; develops, implements, leads and participates in special projects; negotiates with and monitors consultant and subcontractor services.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Planning, organizing, implementing, managing and evaluating community health programs utilizing new and existing methods of intervention and control to meet the health education needs of various target groups.

Core basic services and professional standards to be presented in health education programs as required by statute.

Principles and practices of educational and social psychology and philosophy that are implemented in health education program planning and evaluation, methods and materials including teaching methods and curriculum development.

Organization and management practices as applied to the development, implementation and analysis of programs, policies and procedural activities.

Publicity and media practices and procedures.

Public health function and service to local community health agencies and community organizations

Practices and principles of grant writing activities, budgeting techniques, and contract negotiation and management.

Principles of managing, supervising, training, motivating, consulting, evaluating performance and handling related personnel issues.

Applicable County, State, and Federal laws, ordinances, regulations, rules, policies, procedures and related guidelines.

Skills to:

Utilize basic and advanced office machinery, computer systems, and audio/video equipment.

Drive a motor vehicle.

Ability to:

Provide administrative and professional leadership and direction to staff; select, supervise, and train staff; schedule and evaluate the work of others.

Develop and implement goals, objectives, and procedures to meet the health education needs of the community.

Analyze and interpret legislation, regulations, administrative policies and procedures and provide professional recommendations.

Plan, organize, direct, and participate in long term projects within timelines and budget; negotiate and monitor contracts; allocate personnel to tasks; estimate time and materials needed for completion.

Initiate and maintain liaison with a variety of appropriate resources of the state, local professionals, and community groups.

Communicate effectively with people of diverse socio-economic backgrounds in a clear and concise manner.

Make decisions and use independent judgment to analyze unusual or complex problems and develop resolutions using logical deduction.

Prepare clear and concise written or oral reports.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three (3) years of paid full-time experience in public health education, promoting health education or related field.

Education/Training:

Master's degree from an accredited college or university, preferably in Public or Community Health Education.

SPECIAL REQUIREMENTS

Possession of a Master's Degree in Public or Community Health Education awarded upon completion of a program of study accredited by the American Public Health Association in accordance with the California Administrative Code, Title 17, Section 1303.

Possession of or ability to obtain a valid California Class C driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Selectees for employment must as a condition of employment sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

Sensory Requirements: Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Director of Human Resources

Established Date: August 1991

Revised Date: February 2003, October 2005, March 2006