

## COUNTY OF SOLANO

### HEALTH EDUCATION SPECIALIST (SUPERVISING)

#### **DEFINITION**

Plans, coordinates, supervises and implements ongoing community health education programs; participates in development of and monitors program budgets; oversees contracts and the work of contract employees; serves as a member of the department's management/supervisory team.

#### **CLASS CHARACTERISTICS**

This is a first line supervisory level class in the Health Education Specialist series. This class is responsible for planning, organizing and supervising the work of Health Education Specialists and other professional and clerical staff in a specific health education program. Incumbents provide supervision, consultation and technical assistance to department staff. This class is distinguished from Health Educator in that the latter has overall program responsibilities for Health Education in Solano County.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Health Educator.

Exercises supervision over professional, technical, and clerical staff and student interns and volunteers.

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

Plans, develops, supervises and evaluates health education programs and services for specialized projects and programs; manages public health grant-funded programs serving specific target populations; coordinates services with other agencies/departments with common interests.

Assists in employee selection; evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; develops, supports and recognizes the achievements of staff; implements discipline procedures.

Prepares grant applications for specific health education project proposals; monitors effectiveness of projects; initiates corrective action when deficiencies are noted; gathers and tabulates statistics for grant or agency project reporting purposes; monitors the performance of agency and community subcontractors.

Acts as public health education consultant to departmental divisions; attends staff conferences and advises on means by which programs and objectives can gain community support.

Prepares, obtains and disseminates public health informational reports, bulletins, pamphlets, posters, exhibits, news releases, radio scripts and other educational materials; evaluates the effectiveness of program education material and methods.

Provides liaison between the Health Services Department and other public and private agencies, state department of Health Services contract managers, community organizations and professional groups; acts as a health education consultant to school administrators, physicians, nurses and school teachers on developing an effective health education program and curriculum.

Participates in the development, implementation and evaluation of goals, objectives, policies and procedures related to a specialized health education program; participates in development of and monitors program budget.

Participates in health information and education programs, conferences, meetings and speakers bureaus; provides consultation and guidance and lectures to community groups and professionals.

Plans, conducts and evaluates in-service education programs for Health Department personnel.

Develops outreach plans; researches and develops policies and procedures; prepares general Health Education Plans and grant proposals.

Acts as a public health education consultant to private community health providers, community groups, advisory boards and other departmental programs.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles, methods and practices of health information/promotion and education.

Public health functions, programs and objectives of a Health Services Department.

Psychology of effective information dissemination and the educational processes.

Functions and objectives of public and private agencies and institutions that provide health information and education activities, programs and services.

Techniques and media of mass communication such as newspapers, radio, television and graphic arts.

Public health statistical and survey methods.

**Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

**Ability to:**

Ability to plan, organize, direct, supervise and coordinate the work of professional, technical and clerical employees engaged in providing health education services.

Prepare and monitor budget.

Gain public support and cooperation of public officials, community groups and agencies relative to community health concerns; prepare and edit effective copy for public information.

Formulate, promote and implement a variety of information/education programs.

Communicate verbal and written ideas clearly and logically.

Conduct training.

Make public presentations.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; maintain confidentiality of information.

**EXPERIENCE AND EDUCATION/TRAINING**

**Experience:**

Three years of full time, paid experience, in health education and promotion activities; some lead experience preferred.

**Education/Training:**

A Master's Degree from an accredited college or university in public health or a related field.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid California Class C drivers license may be required.

### **SUPPLEMENTAL INFORMATION**

Independent travel may be required.

Some state categorical funds require that incumbents providing health education possess a Masters Degree with a specialization in public health or community health education. This requirement for special funding sources will be published in the job announcement.

Candidates for employment may 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 similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

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Director of Human Resources

**Established Date:** August 1991

**Revised Date:** June 2002

**BOS Date:** June 30, 2003

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