

COUNTY OF SOLANO

HEALTH EDUCATION SPECIALIST (SENIOR)

DEFINITION

Develops, promotes, coordinates, implements and evaluates community public health education programs including staff education, professional consultation, community organization, public information, and individual and group teaching related to health and control of disease; coordinates programs with County departments and outside agencies, groups and individuals.

CLASS CHARACTERISTICS

The Health Education Specialist (Senior) is the advanced journey level in the Health Education Specialist series. Incumbents in this class are expected to use considerable independent judgment and discretion in performance of duties. Incumbents may function as a project lead. This class is distinguished from Health Education Specialist (Supervising) in that the latter is a first line supervisor over professional and clerical staff and is responsible for specialized projects and programs serving target populations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Health Education Specialist (Supervising) or manager within Health and Social Services.

May exercise technical or functional guidance to lower level staff, student interns or volunteers.

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

Assesses community health education needs; develops, implements and evaluates health education programs targeted to various population groups; provides technical assistance.

Prepares, obtains and disseminates via various media channels, public health information reports, bulletins, newsletters, pamphlets, posters, exhibits, news releases, radio scripts and other materials; evaluates the effectiveness of program information material and methods.

Plans, conducts and evaluates programmatic in-service training for community agencies and other Health and Social Service Department programs including, but not limited to, social services, employment, eligibility, probation, schools, community coalitions and community members; recruits, motivates, facilitates, trains, and motivates community coalitions.

Provides liaison and networking between the Health and Social Services Department and other public and private agencies, community organizations and professional groups; coordinates activities and acts as a community health education consultant to various groups to develop effective health education programs and curricula.

Participates in health information and education programs, conferences and meetings and speakers bureaus; represents the program at community and departmental meetings; provides consultation and guidance to individuals in clinics; lectures to community groups; provides one-on-one education to target populations.

Plans and provides consultation and training to medical providers and their staff regarding program policies and procedures, medical guidelines, billing, form completion and health education.

Ensures quality of care by performing quality assurance activities in medical provider offices including medical chart audits and facility reviews; develops and enforces quality improvement plans; provides technical assistance as requested.

Develops, implements, coordinates and evaluates program outreach plans; develops outreach materials.

Enrolls new medical providers; recruits new primary and specialty medical and dental providers; maintains list of primary care and specialty providers.

Assists in preparing annual program plan, budget and scope of work; creates and updates program guidelines and standards and policies and procedures; prepares related reports and statistics.

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

Prepares or contributes to the Health Promotion and Education Bureau plan.

Prepares or contributes to grant proposals including extensive work plan development and community assessment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods and practices of health education promotion and wellness.

Different public health functions, programs and objectives of a Health and Social Services Department.

Psychology of effective information dissemination and the educational processes; models of behavior change.

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

Techniques and mass media communications such as newspapers, radio, television and graphic arts and application of social marketing techniques and principles.

Public health statistical and survey methods.

Skill to:

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

Ability to:

Gain public support and cooperation of public officials, community groups and agencies relative to community health concerns.

Prepare and edit effective health information for public dissemination.

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

Learn and use local media.

Conduct training.

Make public presentations.

Organize and prioritize work assignments.

Proofread and edit copy.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

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

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two years of full time, paid experience, in health education/promotion activities.

Education/Training:

A Master's degree from an accredited college or university, in public health, health education 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 is required.

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 moderate weight (12-25 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: November 2002

Revised Date: May 23, 2003

BOS Date: June 30, 2003

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