

GENERAL DESCRIPTION OF CLASS

The PUBLIC HEALTH EDUCATOR 1 uses a variety of skills derived from theories and principles of education, public health, and social psychology to assess, plan, organize, and implement, health education services and programs at the State and local level.

DISTINGUISHING FEATURES

This is the first level of a two-level series. It is distinguished from the higher level in that activities performed are usually focused on a specific program area such as maternal and child health, immunizations, dental health, communicable disease, or family planning. Supervision is more direct, although the employee is expected to develop his/her work plan based on recognized and established public health program methods and models.

DUTIES AND RESPONSIBILITIES

1. **Health Education Program Planning.** Typical tasks: using public health principles, researches health problems in communities and determines educational approaches needed to address them; plans appropriate educational strategies, and either provides direct service or coordinates activities with others to implement plan; evaluates program activities using appropriate evaluation methods and tools.
2. **Technical Assistance.** Typical tasks: prepares and edits publications and reports; develops or arranges to have educational material produced; edits material produced by others for purposes of health education program responsibilities, for content and readability; develops or arranges to have produced public service announcements, news releases, promotional materials, or media coverage, as needed; participates in grant writing; answers questions and acts a resource to other health and community programs.
3. **Training.** Typical tasks: plans, develops, and conducts conferences, workshops, in-service, or seminars relating to specific public health programs; does presentations at major conferences upon request; trains staff at State and local health departments as needed; may provide training opportunities for health education students through special assignments; may train and supervise volunteers in specific health education program assignments.
4. **Liaison Activities.** Typical tasks: attends and occasionally chairs committees, task forces, and work groups; takes leadership role in assigned special projects; gives input and direction in the development of health policy; provides health education representation at national meetings, and at key decision making/administrative levels.

RELATIONSHIPS WITH OTHERS

Employees in this class have periodic contact (in person or by phone) with health departments throughout the State. Employees also have formal meetings with all public health educators in the State. Employees in this class may have periodic phone or in-person contact with other community agencies, volunteers, schools, and churches, depending upon nature of work. All contact is to obtain or provide information or to provide technical assistance.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior, who reviews work on a periodic basis through meetings with the employee. Work is reviewed for compliance with Federal and State laws, rules, and regulations and agency policies and procedures.

GENERAL INFORMATION

Positions in this class require the willingness to travel, including overnight stays.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of public health education theories and principles.
 General knowledge of Oregon Administrative Rules (OAR's) and related laws.
 General knowledge of disease processes and medical/behavioral interventions.
 General knowledge of current scientific literature and study findings in the field.
 General knowledge of educational behavioral approaches to change behavior.
 General knowledge of current risks to health and prevention strategies.
 General knowledge of epidemiology.
 Basic knowledge of community organization theory.

Skill in written and verbal communication sufficient to perform the functions of the position.
 Skill in health related program planning and evaluation.
 Skill in speaking on health related issues to audiences of diverse backgrounds.
 Skill in preparing lesson plans, training programs, and materials.
 Skill in group process techniques.
 Skill in working with a variety of health professionals.

Ability to plan and organize own work schedule.
 Ability to use word processing equipment.
 Ability to instruct proper health and personal hygiene procedures.
 Ability to gain cooperation of local school district administrators.
 Ability to motivate others to provide health education services.
 Ability to monitor long-term projects and theory impact on learning.
 Ability to develop long-range program plans.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90
 Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.