

GENERAL DESCRIPTION OF CLASS

The PUBLIC HEALTH EDUCATOR 2 uses variety of skills derived from theories and principles of education, public health, and social psychology to assess, plan, organize, implement, and evaluate health education services and program at the State and local level.

DISTINGUISHING FEATURES

This is the second level of a two-level series. It is distinguished from the lower level by having responsibility for functioning with considerable independence in the performance of duties. Employees in this class have the added responsibility for program evaluation.

DUTIES AND RESPONSIBILITIES

- 1.Consultation Services.** Typical tasks: consults with local health department managers on ways in which health education services can be improved within their programs; reviews materials used for health education purposes and evaluating them for content and readability; assesses various methods used to provide health education to clients and determines their effectiveness based on intended outcomes; suggests solutions to a variety of health education problems encountered in day to day program operations; also consults with State Health Division program managers on ways in which health education services can be improved statewide; reviews Federal and State grants to assess health education content; gives input in program development and makes recommendations.
- 2.Technical Assistance.** Typical tasks: prepares and edits technical articles, publications, reports, and news releases; writes requests for proposals to solicit bids for educational/promotional projects; assists in the preparation of content and presentation materials for statewide conferences and workshops; develops systems for tracking audio visuals and written education materials; provides technical assistance to other State level agencies as requested.
- 3.Health Department Program Evaluation.** Typical tasks: develops evaluation tools to be used for program review; schedules visits with each local health department; interviews key program managers; makes analysis of health education activities; gives summary of findings and recommendations verbally and in writing; follows up on recommendations given; reviews and analyzes systems used for organizing, evaluating, ordering, storing, and distributing health education materials to clients; reviews and analyzes charts and other documents used to record educational interventions; observes group education classes and counseling sessions and makes suggestions for improvement; provides staff inservice to improved knowledge and skills in education and counseling methods, upon request; prepares reports and discusses findings with other State level program evaluators.
- 4.Training.** Typical tasks: provides training to public health staff statewide through inservice, workshops, conferences, and seminars; informs public health staff of training opportunities available statewide, regionally, and nationally.

5.Liaison Activities. Typical tasks: represents Health Division at national conferences; serves on and/or chairs committees, task forces, and work groups; manages special projects as requested; provides leadership in developing health education policy and standards; collectively organizes all public health educators in the State for support and networking; advocates for inclusion of health education expertise in key decision making/administrative roles and functions; participates as a member of the association of State and Territorial Directors of Public Health Education.

RELATIONSHIPS WITH OTHERS

Employees in this class have periodic contact (in person or by phone) with health department administrators, supervisors, and staff in each county. Employees also have formal meetings with all public health educators in the State. Employees in this class may occasionally have in person or telephone contact with personnel from other State and Federal agencies, such as Region X Public Health Service, and Centers for Disease Control. Employees in this class may occasionally be in contact with other health, business, school, and community organizations and groups, depending on the work being done. All contact is to exchange information or provide technical assistance and consultative services.

SUPERVISION RECEIVED

Employees in this are supervised by an administrative superior who reviews work plans periodically. The employees are responsible for their own work plans, and are expected to work with minimal direct supervision. All 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)

Extensive knowledge of public health education theories and principles.

General knowledge of consulting practice and protocols.

General knowledge of marketing concepts for public and nonprofit organizations.

Skill in written and verbal communication sufficient to perform the functions of the job.

Skill in problem solving techniques.

Skill in health related program planning and evaluation.

Skill in working with a variety of health professionals.

Skill in group process techniques.

Skill in speaking on health related issues to audiences of diverse backgrounds.

Skill in preparing lesson plans, training programs, and materials.

Skill in writing news copy prototypes.

Skill in resource development.

Ability to plan and organize own work schedule.
Ability to work with minimum amount of supervision.
Ability to use word processing equipment.
Ability to write grant or contract proposals.

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.