

## HEALTH EDUCATION COORDINATOR

**GENERAL STATEMENT OF DUTIES:** Responsible position planning and organizing community health educational programs involving the dissemination of health information to the general public; promotes, organizes and guides various community health activities; develops programs in accordance with agency guidelines, procedures and goals; duties require extensive skill dealing with the public; works independently under general supervision; performs related duties as required.

### **STATEMENT OF TASKS:**

Plans, organizes and conducts health educational programs in generalized and specific programs;

Develops, evaluates and distributes health information including press releases and other public information;

Assists in the development and administration of an in-service education program for health department employees;

Consults with community organizations in the development and administration of specialized health education programs;

Works with school administrators and teachers in the improvement and furthering of health education in the school systems;

Maintains health education information and educational resources for use by other groups and employees of the health department;

Works with individual/groups in promoting positive health behavior;

Coordinates health education services among the Genesee County Health Department, hospitals, physicians, other health professionals and social agencies;

Develops and coordinates implementation of special programs;

Provides routine direction to other employees;

Prepares reports and maintains records as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and objectives of a public health program;

Considerable knowledge of the principles and practices of health education;

Knowledge of public and personal health, public health administration, communicable and non-communicable diseases, maternal, infant, child and school health and environmental health;

Knowledge of current social and economic problems pertaining to public health;

Knowledge of community health problems and community resources which can be used in meeting these problems;

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- Ability to plan, organize and develop a public health education program;
- Ability to arouse the public interest in the improvement of health conditions within the community;
- Ability to work with community organizations in the development of health educational programs;
- Ability to work effectively with the public and other employees;
- Ability to communicate effectively orally and in writing;
- Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in health education or public health or closely related field and one (1) year of experience in health education, public health or public information activities;

OR

Master's degree in health education or public health.

**SPECIAL REQUIREMENTS:**

Valid driver's license and vehicle available for use on County business;

Willingness to work irregular hours on weekdays and weekends.

Established: May 3, 1989

Revised: October 8, 1999



Personnel Director