

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR PUBLIC HEALTH EDUCATOR **GRADE:** 14

TITLE ABBREVIATION: SR PH EDUCATOR **TITLE NO.:** 6659

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD(1)

DEPARTMENT: PUBLIC HEALTH **DIVISION:** COMMUNITY HEALTH OUTREACH

SUPERVISOR'S TITLE: DIRECTOR OF COMMUNITY HEALTH OUTREACH

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, administering and supervising the public health education program for County residents through the Department of Health. The work is primarily of an educational and administrative nature and consists of organizing programs, responding to professional and lay inquiries, and the preparation and utilization of educational and publicity materials to assure public cooperation and support in the attainment of public health program objectives. Work is performed under the general supervision of the Director of Community Health Outreach with wide latitude allowed for independent decision-making. Supervision is exercised over subordinate professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, directs, develops, administers and evaluates the effectiveness of the public health education service in relation to the overall public health program;
2. Supervises the work of professional and clerical staff assigned to the unit;
3. Determines the scope and educational nature of public information or activity required to assure public understanding, cooperation and acceptance of public health programs;
4. Prepares educational materials, news and radio releases and other publicity materials dealing with public health educational programs;
5. Serves as the county representative on outside committees and Boards, to local school districts and to the State Education Department;
6. Presents public health educational programs to various community agencies, responds to inquiries on public health issues from professionals and the public;
7. Acts as a consultant to community action groups in program development through personal involvement such as discussion leader or guest speaker;
8. Coordinates the training and information efforts regarding public health matters between county and other community agencies;
9. Develops and prepares applications for grant funding in accordance with state and county regulations and directives for various health related programs such as "Traffic Safety Injury Prevention";

10. Arranges for staffing, oversees and evaluates the operation of grant-funded educational programs;
11. Maintains data and prepares reports regarding the status and effectiveness of the public health education program;
12. Prepares audio-visual aides for training health department staff and for presentation to public groups;
13. Coordinates and participates in training with the Community Health Outreach Program;
14. Coordinates and participates in preparation of the bi-annual Community Health Assessment report to the State Health Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of public health education issues and law; thorough knowledge of public health operations and administration; thorough knowledge of the effective use of local media; skill in collecting, organizing, and analyzing data related to health education; ability to promote, plan and organize and present educational programs; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships; ability to develop and write grant applications; ability to plan and supervise the work of others; computer literacy; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Public Health or Health Education and one (1) year of experience as a public health educator; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public Health, Health Education, Health Science, Health Promotion, Community Health, Health Communications, Education, Nursing, Epidemiology, Wellness & Fitness, Nutrition, Marketing, Human Services, Social Work or Psychology and two (2) years experience as a public health educator.

NOTE: Possession of a valid driver's license.

REVISED: 8/01/08 ag