

HEALTH EDUCATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the planning, developing, administering and evaluating activities, education programs and interventions involving disease prevention, health and wellness in a variety of community settings. Assesses, coordinates and evaluates community public health needs and programs. Research grants/alternative funding sources and grant writing. Work is performed under the general supervision of higher level administrative staff with leeway for independent judgement. Performs related work as required.

TYPICAL WORK ACTIVITIES: Coordinates, plans, administers and evaluates community-based health education programs; Develops, conducts, coordinates and reviews health needs assessments and other data; Conducts community wellness and disease promotion and prevention activities; Organizes, prepares and disseminates educational and informational materials; Provides State Aid Article Six and other program work and support assigned; Conducts training and presentations to schools, professionals, agencies and the community; Collaborates and participates in coalitions, interacts with a variety of organizations and community agencies; Investigates reports of communicable disease; Develops, manages and maintains information on the department website and other social media platforms; Responsible for mandatory reports, work plans and grant writing for programs and grants; Functions as the coordinator of the Fellows in the NYSPHC Fellowship Program; Responsible for organizing, maintaining and coordinating local Fellows in the NYSPHC Fellowship Program within Delaware County in conjunction with NYSDOH Regional Fellowship Placement Coordinator; Coordinates, develops and maintains public information through education, publications, radio, web based and social media platforms; Employees in this class function within established policies, procedures, local, state and federal laws and guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of education and health marketing principles and techniques; Good knowledge of public information and public relations techniques; Good knowledge of community agencies and resources; Ability to utilize health literacy techniques and a variety of media platforms; Ability to evaluate program efficiency and effectiveness; Ability to establish and maintain effective working relationships; Ability to understand and empathize with the needs and concerns of others; Ability to identify alternate sources of funding; Excellent communication and interpersonal skills, including oral and written; Initiative, tact and courtesy. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a college or university with a Bachelor's degree in public health, health education, community health, health science, health communications, or health promotion/marketing or closely related field and (2) two years of experience or its part-time equivalent in health education, health promotion or community health.

NOTE: Completion of a Master's degree in health education, education, public health, health promotion, public health administration, or a closely related health field may be substituted for one (1) year of work experience.

SPECIAL REQUIREMENTS: Valid New York State driver's license is required at time of appointment and must be maintained throughout employment.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 5/7/07

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