

HEALTH EDUCATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the application of the principles of behavioral sciences in public health to foster the voluntary adoption of behavior to improve or maintain health, including planning, directing , administering and evaluating public health education services for group and community needs. The incumbent is also responsible for completing and submitting the mandatory work plan necessary to receive funding. The work is performed under the general direction of the SPHN. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Coordinates, plans, administers and evaluates community based health education programs. Participates with other Public Health staff in the evaluation of health education needs of the community through a variety of methods which may include questionnaires, focus groups, community education and review of data. Conducts group and individual wellness promotion/disease prevention activities. Prepares and distributes educational and informational materials and conducts training and presentations to schools, community service professionals, agencies and the community. Collaborates and participates in community coalitions that promote healthy behaviors. Completes mandated reports necessary to receive funding for health education programs including the educational component of the municipal public health services plan.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of education principles and techniques; Good knowledge of public information and public relations techniques; Ability to work within grant guidelines; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively both orally and in writing; Ability to analyze and organize data and prepare records and reports; Ability to understand and empathize with the needs and concerns of others; Ability to evaluate the effectiveness of activities and programs as related to stated goals and objective; Ability to prepare health education material such as pamphlets, posters, slide show or newsletters; Physical condition commensurate with the demands of the position; Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor' s degree in health education; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a bachelor' s degree in health or human services, education, or related field and one year experience working with individuals, families, or groups to promote behavioral changes or providing educational activities or programs; OR
- C) Any equivalent combination or training and experience as defined by the limits of A and B above.

NOTE: Possession of an appropriate driver' s license. If a County vehicle is not available, incumbents will be required to have a personal vehicle available for use in carrying out field assignments.

Adopted 5/7/07