

# COMMUNITY HEALTH EDUCATOR

## Tompkins County

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 0

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree AND two years of full-time paid (or the equivalent part-time and/or volunteer) professional experience working with policy development, prevention or intervention programs.

### **SPECIAL REQUIREMENT:**

Must possess and maintain a valid NYS driver's license and be able to meet the transportation requirements of the position.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for the planning, development and implementation of health related education programs and policy. The incumbent will primarily be responsible for health education and outreach programs and policy in schools that focus on wellness and disease prevention for individuals, groups and the community at large. The work is carried out under the direct supervision of the Coordinator of Youth Development and the general supervision of the Director of School Improvement Services at T-S-T BOCES. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Assists with the preparation and coordination of grant related activities to carry out public health education programs;
- Prepare reports, databases, mailing lists, telephone networks, etc. to document activities and maintain functioning of health education programs;
- Research and develop health educational materials such as pamphlets, flyers, directories, etc. to aid in education of schools and their communities;
- Build, maintain and participate in coalitions and networks to promote cooperative efforts in health promotion and disease prevention;
- Develop and present community health education and promotion programs based on measurable goals and objectives;
- Distributes written and other information to the schools and their communities to aid in education;
- Prepares and delivers media releases and campaigns such as newspaper, television, radio and billboard;
- Assists with the preparation and coordination of community/school health needs assessments;

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of social learning theory, adult learning theory, behavioral science concepts and coalition building;
- Good knowledge of the principles and theories of chronic disease prevention;
- Good knowledge of the principles, practices and techniques for utilizing local media markets to enhance community penetration;
- Good knowledge of social marketing principles, practices and techniques for developing strategies based on needs assessment and research data;
- Working knowledge of the operation of public and private agencies, especially schools;
- Working knowledge of population based and other disease prevention and health promotion programs;
- Working knowledge of the principles, practices and techniques of program budgeting;
- Working knowledge of local government organization and operation;
- Working knowledge of state and federal health agency organization and operation;
- Good oral and written communication skills;
- Ability to establish and maintain cooperative working relations with schools, community agencies and groups;
- Ability to abstract, analyze and interpret material from a variety of sources;

- Ability to communicate complex and controversial issues both orally and in writing;
- Ability to operate personal computer with use of word processing and desktop publishing packages;
- Ability to work collaboratively with a variety of school, health, and agency professionals;
- Resourcefulness, good judgment and tact are required;
- The employee's physical condition shall be commensurate with the demands of the position.