

Health Educator Tompkins County

Department: Whole Health Department

Classification: Competitive

Labor Grade: White Collar Grade 12

Approved: 6/2021

Revised: 4/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in health education, health science, health promotion, community health, health communications, public health, or a closely related field; **OR**
2. Graduation from a regionally accredited or New York State registered college with an associate's degree in health education, health science, health promotion, community health, health communications, public health, or a closely related field **AND** two (2) years of full-time paid (or the equivalent part-time) experience in community or public health, health education, health promotion or health communication; **OR**
3. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

The employee must possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position requires the incumbent to have education, and/or outreach coordinator capabilities and some degree of working knowledge of public health hazards and their effect on individuals and the population. The prime responsibilities of this position involve planning and implementing a public outreach program and disseminating information to individuals on initiatives related to public health grant programs. This position requires the interpretation and evaluation of goals established by the Healthy Neighborhoods and Advancing Tobacco Free Communities (ATFC) Grant Programs. An employee in this class will work closely with and under the guidance of the Director of Health Promotion to develop outreach strategies and presentations to community and youth groups, organizations and policy makers. The work is performed under the direct supervision of the Director of Health Promotion. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Writes and disseminates information as it applies to Healthy Neighborhoods Program and ATFC objectives and initiatives;
- Coordinates education and outreach efforts with community, county, regional and state partners;
- Develops and updates displays and information/education materials for presentations and outreach initiatives related to Healthy Neighborhoods Program and ATFC objectives;
- Develops public outreach programs including but not limited to door-to-door canvassing of target areas as related to Healthy Neighborhoods objectives;
- Performs residential home environment assessments related to Healthy Neighborhoods Program grant initiatives;
- Educates the community to reduce residential injuries, childhood lead poisoning, hospitalizations due to asthma and exposure to indoor air pollutants and other initiatives as related to Healthy Neighborhoods Program grant funding;
- Engages diverse individuals and groups to participate in the Healthy Neighborhoods Program to improve home environments;
- Develops outreach materials and makes presentations to build awareness and grassroots support for participation in the Healthy Neighborhoods Program;

- Organizes and maintains records of program supplies, home visit assessments and outreach activities related to the Healthy Neighborhoods Program;
- Educates policymakers on tobacco control on environmental and policy changes related to tobacco control;
- Engages diverse groups to advocate for policy changes related to tobacco control;
- Develops outreach materials and makes presentations to build awareness and grassroots support for policies related to tobacco control;
- Develops and updates displays and information/education materials for presentations and outreach initiatives related to tobacco control program objectives.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of public or community health;
- Working knowledge of Microsoft Office;
- Good verbal and interpersonal communication skills;
- Good organization and time management skills;
- Moderate autonomy and good judgement is exercised to perform job activities and duties, especially when conducting field work;
- Ability to develop and present appropriate educational and awareness programs for various target groups consistent with grant objectives and directives;
- Considerable interpersonal skills needed to persuade, motivate or influence others regarding individual behaviors, at times under challenging conditions;
- Ability to compile data and prepare a variety of written documents;
- Ability to change work focus readily and easily;
- Ability to convey enthusiasm and build awareness regarding the importance of residential home environments to protect and promote individual and family health;
- Ability to work in a team environment;
- Ability to select media and communications appropriate for selected targeted audiences;
- Ability to develop and or implement strategic communications outreach;
- Persistence in achieving grant objectives regarding the Healthy Neighborhoods Program and ATFC.
- The work involves interacting with individuals without prior announcing and entering individual homes.
- The work requires moderate physical effort, including standing and walking for periods of time and lifting moderately heavy supplies and items.

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