

## POSITION DESCRIPTION

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<b>Classification:</b>	Health Educator
<b>Title:</b>	Health Educator
<b>Employee Name:</b>	<b>Vacant</b>
<b>Program:</b>	Various programs within the Division
<b>Division:</b>	Prevention Services
<b>FTE:</b>	1.0
<b>FLSA:</b>	Non-Exempt
<b>Represented Status:</b>	PROTEC17 - APHU
<b>Salary Range:</b>	16A
<b>Position Number:</b>	TBD – 2 positions
<b>Effective Date:</b>	May 10, 2022
<b>Revised:</b>	N/A

**Definition:**

Under direction of the Prevention Services Assistant Director, or designee, the Health Educator plans and provides health education to the public, healthcare providers and community partners on a wide range of topics under the division. The individual assigned to this position is expected to apply considerable knowledge of health education and public health principles to situations involving people from diverse backgrounds, cultures, and socioeconomic circumstances.

This position will work within an interdisciplinary team in the division. The health educator will provide services to multiple programs within the division including healthy communities, communicable disease, tuberculosis, and maternal and child health.

Work is performed under limited supervision requiring independent judgment and discretion. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far-reaching implications. Work is evaluated for competency of professional judgment and achievement of goals and objectives.

**Examples of Work Performed:**

This individual is expected to operate with considerable latitude and apply sound judgment to make recommendations, decisions and solve problems consistent with public health experience and science. Specific examples of work will include, but not be limited to the following:

Education

- Develops, maintains, updates and implements various health education activities and materials.
- Provides educational presentations to groups, specific to identified audience needs.
- Develops accessible networks of personnel and resources for assessed health education.
- Participates in staff meetings, committees, task forces, coalitions, and focus groups.
- Prepares reports as requested.
- Participates in meeting facilitation with internal and external partners.

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Partnership and Collaboration:

- Acts as a liaison, serves as a resource person to individuals, groups, agencies and other professional disciplines.
- Refers, consults, and conferences with program supervisor and team/community members on a regular basis.

Communication:

- Contributes to the development and implementation of media campaigns to promote disease prevention and to specifically address communicable disease issues.
- Presents information sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages and lifestyle preferences.

**Associated Duties:**

- Performs other duties as assigned.
- Participates in continuing education courses as appropriate to meet learning needs

**Successful incumbents for this position will have the:**

- Knowledge of health education practices, principles of health promotion and prevention.
- Knowledge of assessment, change theory, planning, implementation, and evaluation.
- Knowledge of health literacy strategies.
- Ability to support the district's mission, vision, and organizational goals.
- Ability to demonstrate a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to communicate ideas clearly, both orally and in writing.
- Ability to work on an interdisciplinary team.
- Ability to participate in the planning and presentation of public health information regarding vaccine-preventable diseases.
- Ability to facilitate discussions among community groups and agencies.
- Ability to work effectively with a wide range of community members and the public.
- Ability to establish and maintain effective working relationships with SHD staff, representatives from agencies, organizations, community groups, professionals, and the public.
- Ability to utilize a wide variety of audio-visual equipment and educational aids
- Ability to learn, use and integrate a variety of software applications, including word-processing, spreadsheets, presentations including PowerPoint, and database programs.
- Ability to work sensitively with persons of various ages, cultures, backgrounds, and professions.
- Ability to exercise initiative, tact, discretion and judgment in carrying out position responsibilities.
- Ability to have a flexible schedule to meet with communities at times and places where they are available.

**Job Location, Working Conditions and Equipment Utilized:**

Work is performed in a variety of settings, such as an office cubicle, home office, and various community-based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel for state meetings.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus. Frequently required to talk or hear effectively.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- Lifting and carrying up to 50 pounds occasionally with or without assistance (example: box of copy paper).
- Requires the ability to communicate with others orally, face to face, video, and by telephone.

**Skills for the position may be gained through education, certification, relevant job experience or a combination, such as:**

Education: A bachelor's degree in health education or a related field.

Experience: A minimum of one year's experience in teaching or providing health education.

**Licenses, Certifications and Other:**

- Two years' experience in teaching or providing health education, *preferred*.
- Fluency in second language appropriate for job related functions, *preferred*.
- Master's degree in health education or a closely related field, *preferred*.
- Experience working in public health, *preferred*
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Successful completion of a background check pursuant to RCW 43.43.830

**Acknowledgement: Position description reviewed by Employee and Manager**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.