

## **Lincoln County Position Description**

**Position:** Public Health Educator

**Department:** Health Department

**Pay Grade:** 9

**FLSA:** Exempt

**Date:** May 2015

**Reports to:** Director/Health Officer

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### **Purpose of Position**

The purpose of this position is to serve as the Public Health Educator for Lincoln County to assess needs, develop, implement and evaluate community health programs and public health preparedness plans and trainings based on professional health education principles, concepts, and practices.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The Public Health Educator performs the following functions within the framework of Lincoln County Health Department's provision of the core functions and essential services of public health. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **Public Health Science**

1. Provides leadership and facilitation in the process of developing and applying evidence-based practices to community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
2. Researches and retrieves information regarding evidence-based health promotion and health education initiatives and programs.
3. Participates in Lincoln County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
4. Gather, organize and maintain data for program monitoring, evaluation and improvement.
5. Provides programs, screenings, referral and follow-up to staff, individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
6. Provides education to individuals, families and community groups, and stakeholders that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
7. Conduct routine water sampling according to policies and procedures.

#### **Analysis and Assessment**

8. Participate and or conduct community needs assessments.
9. Ensures accuracy, completeness and quality of data for health promotion and disease prevention, evaluation and quality improvement efforts.
10. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
11. Maintain, update and use computerized data management systems.

12. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
13. Provide for prevention and control of communicable disease through the initiation of epidemiological investigations and surveillance, interpretation of laboratory findings and physician's diagnosis to individuals and families in accordance to Wisconsin State Statutes.
14. Analyze, interpret and provide data for water samples.

### **Policy Development and Program Planning**

15. Assist in developing and implementing a community involvement process that assures the informational exchange necessary to provide Public Health's input into appropriate plans and policies; identify potential barriers to new policy development and implementation.
16. Leads and manages health education strategies with direct program staff and community partners. Based on need assessments, develop, implement and evaluate community health programming using evidence-based practices.
17. Develop evaluation plans to assure the achievement of program objectives. Evaluation results are collected, analyzed, interpreted, and findings are reported to the staff, decision-makers, and community partners.
18. Develop and complete after action reports for exercises that are compliant with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
19. Annually update the local Public Health Emergency Preparedness (PHEP) Plan and other related plans, equipment, and supplies.
20. Write and update policies and procedure; assists with policy development within the agency and the community.
21. Promotes the community's understanding of, and advocacy for, policies and activities that will improve community's health.

### **Community Dimensions of Practice**

22. Assists in the development and coordination of community and agency partnerships, assessments, initiatives, programs and events to address identified community health priorities and improve population health; develop and implement processes to ensure public involvement and input.
23. Provide leadership and or facilitate community coalitions by collaborating to positively impact behavior, policy, and environmental change.
24. Designs and delivers training and technical assistance for staff and community agency on health promotion and disease prevention.

### **Communication and Cultural Competency**

25. With staff, develop and implement department's annual outreach/marketing plan to promote agency programs delivered through publications (newsletters/brochures), stories, reports, websites and media using techniques that best suit the target audience. Assists in maintaining department websites.
26. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
27. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.

28. Provide health education resources by utilizing effective problem solving skills and understanding various ways and means for identifying and disseminating appropriate information and resources to a target audience considering culture and literacy.

### **Financial Planning and Management**

29. Participates in developing resources for health promotion and disease prevention initiatives and activities through assessment and analysis including cost-benefit, cost effectiveness, and cost-utility analyses; contributes to the preparation of proposals for funding from external resources.
30. Prepare grant proposals and monitor secured grants (research, implementation, data collection, written reports, and fiscal planning/management).
31. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

### **Leadership and Systems Thinking**

32. Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
33. Assist the Health Officer/Director in facilitating process for accreditation assessment and based on results develop work plan including timeline.
34. Develop and maintain database of documents that demonstrate conformity to accreditation standards and measures.
35. Lead staff and Board of Health in technical assistance and training for accreditation.
36. Act as a liaison between the Department and the state department of health, consultants, and other agencies that are contributing to the accreditation process.
37. Develop public health preparedness training plans for staff to maintain or improve preparedness proficiency based on public health core competencies and public health capabilities.
38. Review public health capabilities and identify gaps in preparedness; determine specific county priorities and develop plans for building and sustaining capabilities
39. Responsible for professional growth and development in pursuing education, participate in committees, conferences, workshops, in-services and contribute to a work environment where continual improvements in public health core competencies are practiced and pursued.
40. Maintain confidential client records and prepares and maintain reports such as daily activity reports and grant deliverable reports.
41. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
42. Respond to public health emergencies and or take weekend calls for public health emergencies. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
43. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.

## **Other**

44. Performs other duties as assigned consistent with job classification.
45. Maintains and secures equipment and supplies.
46. Provide back up for other professional staff as necessary.
47. Work evening hours when required.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Graduation from a college or university with a Bachelor of Science degree in community health, health education, or health-related field. One to two years of experience in public health, as well as Certified Health Education Specialist (CHES) preferred.

## **Certification Requirements**

- Obtain and maintain Car Passenger Seat Technician Certification by actively completing annual continuing education and inspection requirements.
- Obtain and maintain training in respiratory fit testing.
- Obtain and maintain proficiency in water testing.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical Requirements**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

## **Computer and Office Equipment**

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Access, Word, Publisher, Power Point and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

## **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra and descriptive statistics.

## **Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills**

- Knowledge of health promotion and health education theories and practices.
- Ability to establish and maintain effective working relationships with a wide variety of individuals using appropriate interpersonal skills.
- Ability to conduct needs assessments and develop, implement and evaluate programs.
- Ability to perform and prioritize multiple tasks and meet deadlines under pressure.
- Ability to develop presentations, publications, and curriculum. Ability to effectively present information to stakeholders, public groups, and individuals.
- Ability to write reports and implement emergency preparedness plans. Ability to create training programs and train large or small groups.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Knowledge of data analysis and research methods.
- Knowledge of social marketing principles, public information and mass media .
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to work with groups and facilitate meetings.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to demonstrate leadership, independent judgment and critical thinking skills.
- Ability to accommodate flexible scheduling to address program or client needs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors, such as disease, may cause discomfort and poses a limited risk of injury.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

