

PUBLIC HEALTH EDUCATOR III

HEALTH DEPARTMENT

General Statement of Duties

The primary purpose of the Caldwell County Health Department is to deliver public health services in Caldwell County.

The Public Health Educator III at the Caldwell County Health Department is responsible for assessing individual and community needs for health education as well as planning, implementing, and evaluating effective health education programs, participating in community health education programs, and educating the general public on availability public health services and programming.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position reports directly to the Incident Commander as acting Public Information Officer (PIO) in the event of a public health emergency. Availability during emergencies and exercises is required.

Examples of Duties Performed

- Serves as agency Public Information Officer to prepare and disseminate news releases and feature stories to the press, radio, and television.
- Supervises and advises lower line health educators regarding appropriate techniques in health education in accordance with local needs and policies.
- Conduct Community Health Assessment for long-range planning and submit to DHHS, Board of Health, county commissioners, etc.
- Seeks funding sources and submits grant requests.
- Advises and assists other public health personnel in planning and carrying out the educational components of agency programs.
- Prepares, selects, assembles and distributes health educational and informational materials to local agencies, organizations and other individuals and groups interested in health programs and problems.
- Visits schools, community organizations, professional groups and local health departments to advise on methods of developing interest and participation in public health programs.
- Assists in planning, developing and conducting workshops, conferences and training opportunities for professional and lay groups.
- Performs administrative duties such as health education budget estimates, personnel evaluation, inventory of supplies and materials and requests as needed.
- Performs related duties as required.

Recruitment Standards

Knowledge, Skills and Abilities

Considerable knowledge of methods and techniques of disseminating health education information to the public and of the facilities and media available. Considerable knowledge of display techniques and skill in the arrangement of exhibits. Ability to supervise public health educators and

to coordinate public health activities of various local and state organizations. Ability to organize and direct the activities of local committees for the development of community public health education programs. Ability to establish and maintain favorable working relationships with community groups, local health department personnel and the public. Ability to explain and apply state laws, rules, and regulations pertaining to public health. Ability to speak effectively before various groups. Good physical health and a valid NC state driver's license.

Minimum Education and Experience

A masters degree in public health education or in public health work with a major in public health education and two years experience in public health education; graduation from a four-year college or university with a major in health education and four years experience in public health education; or an equivalent combination of education and experience.