

**JOHNSON COUNTY
JOB DESCRIPTION**

Health Educator

DEFINITION AND DUTIES:

Under general supervision provides information to individuals and communities to promote, maintain, and improve healthy lifestyles through knowledge and behavior change. Collects and analyzes health data for research, design, and presentation of preventative health care and health promotion programs. Works with the community to address health concerns and issues affecting the community.

Knowledge of:

- ◇ Current public health prevention best practices relating to health issues and concerns for both infectious and chronic diseases
- ◇ Principles and practices of community needs assessment and health promotion programs
- ◇ Client-centered risk reduction counseling
- ◇ Principles and techniques of fitness testing
- ◇ Human growth and behavior, especially as it relates to health risk behaviors
- ◇ OSHA regulations related to Universal Precaution procedures
- ◇ English language to include grammar, spelling, punctuation, sentence structure and vocabulary skills
- ◇ Principles and regulations regarding security and disclosure of protected health information as it related to public health practice

Ability to:

- ◇ Represent Johnson County Public Health and perform duties in a professional, responsible and trustworthy manner
- ◇ Learn, apply, and articulate departmental policies and procedures
- ◇ Apply State or Federal standards as they relate to programs
- ◇ Maintain confidentiality and security of information as appropriate
- ◇ Conduct program evaluation to include collecting and analyzing data, keeping accurate records and preparing reports
- ◇ Establish contact and develop relationships with at-risk populations
- ◇ Maintain effective working relationships with health professionals, educators, appointed and elected officials, volunteer groups, community agencies, and members of the public
- ◇ Interact effectively with persons from widely divergent backgrounds, interests, and points of view
- ◇ Interpret and notify clients of HIV and Hepatitis C test results
- ◇ Operate blood testing devices
- ◇ Use a computer for the purpose of data entry, spreadsheets, word processing, presentations, email and Internet
- ◇ Operate common office equipment such as typewriters, calculators, fax and postage machines, photocopiers, personal computers, and multi-line telephones
- ◇ Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position

- ◇ Organize and present factual information and ideas clearly and concisely, orally and in writing to groups and individuals in formal and informal situations
- ◇ Follow oral and written instructions
- ◇ Have clarity of speech and hearing which permits effective communication
- ◇ Have sufficient vision which permits light to moderate production and review a wide variety of materials both in hardcopy and electronic form
- ◇ Have sufficient manual dexterity to make hand written notations and which permits moderate use of a keyboard and mouse
- ◇ Have sufficient personal mobility to complete work at various facilities
- ◇ Stand, sit, squat, kneel, bend, twist, and reach
- ◇ Lift and/or move up to 25 pounds
- ◇ Work flexible schedule and occasional overtime as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in public health, physical education, health promotion, nursing, counseling or closely related health field and at least three months experience in conducting health education or wellness program activities; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Special requirements: Current CPR and HIV testing certification or ability to obtain CPR and HIV testing certification within 3 months of hire. Valid driver's license and insurable under county liability coverage. May require physical fitness testing certification. May also require use of private vehicle for official business.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation.*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ◇ Position is responsible for program activities such as:
 - County Employee Wellness Program – to include physical fitness testing,
 - HIV prevention and education program,
 - Obesity prevention program,
 - Tobacco control program, and/or
 - Other health promotion areas
- ◇ Provides HIV counseling, testing, and referral services to individuals in Johnson County.
- ◇ Collects, preserves, handles, and transports mucosal and serum specimens.
- ◇ Conducts community health promotion, education, and outreach programs and activities according to best practices.
- ◇ Assists with development of university undergraduate and graduate students completing internships and practicum experiences at Johnson County Public Health.
- ◇ Researches local, state, and national data sources related to identified health status indicators. Collects and summarizes the data and writes related descriptive narrative for community health needs assessment.
- ◇ Assists with preparation and submission of grant applications and related reports. Coordinates specific community health promotion grant projects as assigned.
- ◇ Provides community, group and individual level counseling and prevention case management.
- ◇ Links persons living with infectious and chronic conditions to health care, and support services.

- ◇ Writes and maintains case reports that contain the personal identifying history of the patient.
- ◇ Informs community about infectious disease transmission, prevention and care.
- ◇ Maintains program data, and assists with conducting on-going program evaluation.
- ◇ Serves as community resource for health promotion and wellness program information and referral.
- ◇ Participate in committees on county, local and state levels as directed by division manager. Attend work-related conferences and seminars.
- ◇ Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Pay Grade: 13

FLSA Status: Non-exempt

Date Established: September 8, 2010

Date Revised:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The county of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.