

CLASS SPECIFICATION



CLASS: Health Education Specialist
ALLOCATION: Health & Human Services Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2001
REVISED: October 2019

JOB SUMMARY:

Under general supervision provide public health outreach, educational and related services for community members; provide technical support to the program(s) assigned and perform related work as assigned. Provide programmatic, client outreach, education and basic counseling in specified health service areas, such as oral health, car and pedestrian safety, nutrition, and tobacco control. Incumbents may also perform similar support work in areas of public health, under the direction of a health professional.

CLASS CHARACTERISTICS:

This position reports directly to Health Education Supervisor. This is a journey level specialized, stand-alone class in the health education series

EXAMPLES OF DUTIES:

Essential:

- Act as a project coordinator for special projects related to public health education issues; prepare cost estimates, resource requirements, facility layout and develop required publicity and media notification.
- Prepare and administer grant applications for specific programs or projects; prepare action plans and progress reports.
- Plan and conduct seminars, workshops and a variety of activities to inform and educate the community in public health issues in assigned areas of responsibility.
- Develop and present prevention programs in schools, social service agencies and County departments; provide individual outreach to community.
- Select educational and informational audio-visual and printed materials to use with presentations; may develop materials specific to the program and provide for the production and distribution of such materials.
- Prepare bulletin boards regarding program or other health-related subjects; collect display materials and change displays on a regular basis.
- Provide technical consultation to community groups and coordinate community activities in area(s) of assignment.
- Research and review written materials, articles, journals, newspapers and other print media for information related to assigned programs; perform library/internet research for information in programmatic area.
- Confer with representatives of community agencies, public and private groups, and educational institutions; represent the department and the County in meetings and presentations.
- Recruit sites for presentations, workshops and displays; coordinate scheduling of such activities; ensure that participants are notified, that adequate materials are provided, and that information booths are staffed and speakers provided.
- Develop, conduct or coordinate health needs assessments and other public health surveys and evaluations and diagnostic surveys to determine quality and performance of offered health education programs.
- Provide direct educational services such as teaching/training and presentations; participate in health fairs, workshops, discussion groups and special promotional events.
- If qualified, perform basic counseling and referral services for clients.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform a variety of office administrative support duties such as processing mail, maintaining files, preparing records and reports, scheduling meetings, preparing correspondence and maintaining databases.
- Use standard office equipment, including a computer in the course of the work; drive a motor vehicle to various work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices and activities of the health services program(s) to which assigned.
- Basic principles of program planning, development, implementation, and evaluation; program documentation and grant writing.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups and the measurement of training effects.
- Techniques of outreach, education, basic counseling and referral at a paraprofessional level.
- Techniques for educating and modifying behavior of both individuals and groups.
- Resources available in the community for client support and treatment.
- Applicable laws, codes and regulations.
- Principles and processes for providing customer service and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computer applications related to the work.
- Techniques for preparing effective visual presentations.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping and report preparation principles and practices.
- Techniques for understanding and effectively communicating with individuals of various cultures and with various types and stages of substance abuse and social or emotional disorders.
- Principles and techniques of making effective oral presentations.
- Human behavior and performance; individual differences in ability, personality and interests; learning and motivation.
- Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their impact on behavior.

Skill in:

- Organizing and implementing educational components of public health programs.
- Performing direct client services, such as assessment and counseling, within specified limits.
- Coordinating services and activities among a variety of groups, including adults of various age categories as well as youth.
- Researching, developing and preparing effective educational and informational materials.
- Interpreting, applying and explaining applicable laws, codes, regulations and procedures.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Making effective oral presentations to large and small groups.
- Specified positions may require bilingual skills.
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- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate information and ideas in speaking and writing so others will understand.
- Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.
- Apply general rules to specific problems to produce answers that make sense.
- Motivate volunteers and work with youth and adults in a supportive, enthusiastic, non-judgmental manner.
- Define problem areas and collect, interpret and evaluate data; define and recommend solutions or alternatives.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment, school or clinic setting and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to visit work sites and attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office environment, school and/or clinic setting.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Attend meetings and/or events outside of normal working hours.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from a four year accredited college or university with major course work in a health or social science, health education, psychology, or a field related to the work, and some experience providing educational and/or technical services to the community at large.

PREFERRED: In addition to the minimum, a Master's degree from an accredited institution with major course work in a health or social science, health education, psychology or a field related to the work; certification as a Certified Health Education Specialist and/or additional years of experience providing educational and/or technical services.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Health & Human Services Approval:
Jennifer Vasquez
Date:

EEOC: E
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____