

CLASS SPECIFICATION



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

ESTABLISHED: October 2019

JOB SUMMARY:

Under general supervision, plans, organizes, coordinates, and supervises the delivery of Public Health Education programs in specified health services areas, such as oral health, car and pedestrian safety, nutrition and tobacco control; supervise Health Education staff; develops implements, monitors, and evaluates grant programs; assures quality client-centered services in accordance with Public Health Division policies and procedures, and perform related work as assigned.

CLASS CHARACTERISTICS:

This is the supervisory level in the health education series. This position reports directly to the HHS Program Manager II. This class is distinguished from the Health Education Specialist by having both programmatic and primary supervisory responsibilities over health education programs.

EXAMPLES OF DUTIES:

Essential:

- Supervise, review and evaluate the work of staff; organize and assign work, set priorities and follow up to ensure timely completion; evaluate staff job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees, discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Design and implement planning goals, objectives, policies, procedures, and work standards for assigned programs.
- Monitor assigned programs, such as oral health, car and pedestrian safety, nutrition, and tobacco control); ensure compliance with departmental mission, funding source regulations and other guidance.
- Evaluate program effectiveness and attainment of objectives, make recommendations for improvements and implement program changes.
- Participate in program budget development, as well as cost tracking and projection.
- Review grant proposals, participate in development of work plans, mission statements, goals, and implementation and evaluation strategies.
- Research and develop program alternatives; ensure programs are promoting the division and department's strategic plan mission, vision and goals.
- Research and assist with locating funding sources, enhancing service delivery methods and identifying other resources.
- Maintain accurate records and files; gather and prepare statistical data.
- Monitor changes in legislation that may affect program operations; evaluate their effect upon program activities and recommend appropriate policy and procedure modifications.
- Recommend and facilitate implementation of procedural and operation changes to maximize service delivery and enhance revenues.
- Maintain program statistics, files and reports and prepares and submits a variety of reports related to the work performed.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Present and distribute health education information and materials in an one-on-one or group setting.
- Assist identifying at-risk populations; develop strategies to meet identified needs and to provide primary prevent and health promotions to the community.
- May participate in a variety of community screenings, educational and related projects; may address

community and school groups related to public health programs.

- May be required to attend meetings and / or events outside of normal working hours.
- Uses standard office equipment, including a computer, in the course of work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization performance review and evaluation, employee training, mentoring and discipline.
- Principles and practices mentoring and facilitating team development and growth opportunities.
- Principles and practices of health education, promotion, intervention, and prevention program administration and delivery
- Applicable laws, regulations and rules of assigned programs
- Techniques and methods used in preparing and disseminating educational information and related materials.
- Principles of health education and behavior modification for individuals and populations.
- Basic health and wellness practices and medical/health information relevant to the programs assigned.
- Administrative principles and practices including program development, implementation and evaluation.
- Demographic, bio-statistical and data collection methods used in evaluating public health programs.
- Data analysis and synthesis of quantitative and qualitative research.
- Basic budgetary practices and terminology.
- Needs assessment techniques, grant application process and principles of program evaluation.
- Standard office practices and procedures, including filing and operations of standard office equipment.
- Techniques for understanding and effectively communicating with individuals of various cultural, ethnic and socio-economic backgrounds.

Skill in:

- Planning, monitoring and evaluating program goals and objectives and service delivery effectiveness in the assigned programmatic areas.
- Planning, organizing, directing, coordinating and reviewing the work of staff and volunteers.
- Training others in work procedures.
- Identifying the developmental needs of staff, coaching and, mentoring to improve their knowledge and skills.
- Identifying programmatic and operational problems, investigating and evaluating alternates and implementing effective solutions.
- Interpreting, applying and explaining laws, rules, policies, procedures and technical information. Preparing clear and accurate procedures, educational materials, reports, correspondence and other written materials.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Planning conferences, workshops and education forums.
- Leadership, team building, and conflict resolutions.
- Writing grant proposals and managing contract agreements.
- Principles and techniques of making effective oral presentations
- Assessing, analyzing and identifying problems, and recommending solutions.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Plan, implement and evaluate assigned programs, design, effectively use and evaluate health education methods and materials.
- Demonstrate resourcefulness in gathering, preparing and disseminating health education material.
- Research, develop, and prepare effective educational and informational materials.
- Communicate information and ideas orally and in writing, in a manner that others understand.
- Combine pieces of information to form general rules or conclusions, including finding a relationship along

- seemingly unrelated events.
- Lead team building and conflict resolutions to motivate and empower staff.

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 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.
- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and visit work sites.

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, community agencies, and/or clinic setting
- Community events and outreach outside business hours

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; may be required to maintain license throughout employment at the discretion of the Appointing Authority.

Special Requirements:

- 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.
- May be required to attend meetings / events outside of normal working hours

Education and Experience:

MINIMUM: Bachelor's degree from an accredited college or university with major course work in health or social science, health education, psychology or a field related to the work and three years of professional level experience providing educational services and/or outreach at the level equivalent to the County's class of Health Education Specialist.

PREFERRED: In addition to the minimum, a Master's degree in a related field as previously defined, experience designing and coordinating health education programs, and/or certification as a Health Education Specialist (CHES), and/or lead or project management experience.

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.

Dept Approval:
Date:

EEOC: B
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____