

SENIOR PUBLIC HEALTH EDUCATOR

JOB CODE: 3609
LOCATION: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY: CSEA - Salary Grade XII
ADOPTED: Reso. 350-19, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for examining and coordinating public health promotion and outreach activities. The incumbent is primarily responsible for promotion, investigation and surveillance activities as they relate to the public's health. This classification differs from a Public Health Educator (PHE) in that it functions as a lead worker and serves as a trainer for new staff. The work is performed under the general supervision of the Public Health Director or his/her designee and in accordance with State and Local Public Health laws, rules, regulations, and procedures. Supervision is not a function of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Full continuum of public health education, outreach, case investigation, causation, and surveillance;
- Organizes and directs educational efforts to influence public attitudes and behavior with regard to given health needs;
- Participates and coordinates studies and surveys;
- Communicates and collaborates with local agencies, clients, public and government officials;
- Mentors and provides guidance to new or existing PHEs for day-to-day tasks which includes, but not limited to: use of software programs, scheduling presentations, review of educational materials, and general office policy;
- Coordinates department's internship program inclusive of recruitment, contract preparation, scheduling, work assignments, and supervision;
- Assists with various aspects of orienting new PHEs to the department;
- Leads and participates internal quality assurance and improvement activities;
- Represents the Public Health Department in various local committees and events;
- Assists in the preparation of the statistical evaluation of public health programs;
- Compiles and prepares various state and local reports pertaining to public health;
- Solicits, screens, evaluates and distributes educational and informational materials;
- Assists with communicable disease investigation and all reports related to disease surveillance and trending;
- Performs high level data analysis of community health needs and identification of interventions;
- Facilitates community health activities and events with community leaders and stakeholders;
- Designs, conducts and evaluates activities that help improve the health of all people and improve health outcomes;
- Coordinates and tracks education and outreach opportunities for the department on an on-going basis;
- Assess community needs, assets and capacity; then plans health strategies, interventions and programs;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the basic principles, practices, techniques and administration of public health education; good knowledge of education principles and motivational techniques; skill in educational techniques and methods of communication; ability to lead and mentor fellow staff; ability to work with other health professionals as a team; ability to conduct group and individual education sessions; ability to establish and maintain cooperative relations with community agencies; ability to prepare health education materials such as pamphlets, posters, or newsletters; disease surveillance and trending as they related to

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individual and community morbidity and mortality rates; good organizational skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional: Two (2) years of permanent status as a Public Health Educator with the Tioga County Public Health Department.

Special Requirements:

- A local Public Health Educator must satisfactorily complete 15 hours of continuing education in health education related topics approved by the New York State Health Department within one (1) year of appointment.
- Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work;
- Must be available in the event of public health emergency.