

HEALTH EDUCATION TRAINING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for development, coordination, dissemination and delivering staff development activities related to the health education field. The duties of this position are diversified and will include dissemination of information, development and implementation of curriculum and facilitating work groups. The individual in this position must possess excellent platform skills. Work is performed under general supervision with leeway for independent judgment in carrying out the duties of the position.

TYPICAL WORK ACTIVITIES:

Reviews and interprets current research in the health field;

Develops and implements curriculum;

Designs and presents health related staff development activities;

Participates in a variety of local and statewide committees, work groups, councils, and organizations;

Coordinates and/or participates in staff development, training programs, and in local or statewide meetings or conferences;

Develops and facilitates work groups as needed;

May perform a variety of record keeping and reporting duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of current health research; working knowledge of techniques used to gather information and statistics; good knowledge of platform skills; working knowledge of curriculum writing and assessment techniques; ability to understand and interpret difficult written material; ability to work independently; ability to present ideas clearly both orally and in writing; ability to coordinate programs and projects; ability to work cooperatively with others; initiative; resourcefulness; tact; courtesy; enthusiasm; and creativity.

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MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a Health related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing.

Special Note: Health related field to include public health, health education etc.

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Last Reviewed: 01/17/01
Jurisdictional Class: competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/9/2023