

## PUBLIC HEALTH EDUCATOR

141-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the implementation of a coordinated plan for public health education services for the purpose of promoting, improving and maintaining personal and community health for residents of Sullivan County. Duties will include conducting seminars, training sessions, group discussions and similar programs in connection with the delivery of public health education services promoted by Sullivan County Public Health Services. The assignment may concentrate on one major health issue or on several major issues. Work is performed under general supervision of the Public Health Director or his/her designee.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts an assessment of the Sullivan County community by conducting research, surveys, outreach, data collection, and maintenance of the community resource inventory;

Prepares County plans, such as the Municipal Public Health Services Plan, by planning and implementing public health education interventions in key program areas as identified in the community health assessment;

Conducts in-service training seminars for community outreach personnel for the purpose of educating them in the areas of health practices and elimination of risk factors associated with preventable injuries, illnesses and deaths;

Conducts, plans, administers and evaluates community based health education programs;

Conducts group and individual wellness promotion/disease prevention activities;

Serves as liaison between Sullivan County Department of Public Health and other community agencies, facilities and groups;

Plans and executes public health campaigns, including media presentations, public presentations, workshops, preparation and distribution of education materials (curricula, pamphlets, posters, exhibits, audio visual aides) including pre and post tests to evaluate learning;

Attends training, in-services, and informational sessions as required;

Collects and tracks statistics and prepares reports as required;

Operates a personal computer utilizing common office software programs to prepare accurate reports and records;

Performs a variety of related activities as required;

May represent the department at meetings and seminars as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Good knowledge of the principles, practices and techniques of public health education; good knowledge of community organization work; good knowledge of the mechanics of planning and conducting seminars and workshops; working knowledge of epidemiology and data collection, and behavioral and attitudinal surveys; skill in education techniques and methods of communication; ability to express oneself clearly and concisely, both orally and in writing; ability to prepare health education materials, including curricula, pamphlets, exhibits and audiovisual presentations; ability to establish and maintain effective working relationships with community agencies and people from a variety of socioeconomic and ethnic groups; ability to survey public health education needs; ability to prepare activity reports; ability to use computer applications, including word processing, Excel, and database software; sound judgment; initiative; and resourcefulness.

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 Baccalaureate Degree or higher in health education, health sciences, public health, health promotion, community health or health communications; 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 Baccalaureate Degree or higher in education, nursing, epidemiology, wellness and fitness or nutrition and one (1) year experience in health education; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Baccalaureate Degree or higher in marketing, human services, social work or psychology and two (2) years experience in health education.

**NOTE:** *Incumbents must satisfactorily complete fifteen (15) hours of continuing education in health education related topics approved by the New York Health Department within one (1) year of appointment.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing:N/A  
NYS Civil Service Commission Approval: N/A

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