



CLASS SPECIFICATION

Class Title: Lead Community Health Educator
Department: Health Admin
FLSA: Non-Exempt

Class Code: 6606
Eff. Date: 01/17/2020
Grade: 19

GENERAL PURPOSE

Under the general guidance and direction of the Community Health Services Division Director, leads and coordinates community health education programs.

EXAMPLE OF DUTIES

Functions as a lead health educator coordinating public health programs. Acts in the absence of the director. Assists with staff oversight including prioritizing and delegating assignments, providing performance feedback; assists in hiring and training of staff; provides guidance, support and technical assistance to staff and community partners.

Oversees and monitors public health programs; prepares and negotiates grants and contracts; establishes collaborative partnerships with community agencies, organizations and local/state health department staff; actively participates in coalitions and workgroups. Monitors contract and grant budgets; develops and maintains data and records protocols and processes. Leads, designs and assesses community needs; obtains, reviews and utilizes data from assessments conducted by partner agencies, state and federal health authorities.

Leads health education staff in developing improvement and program plans; assists staff in developing program curricula, goals, and objectives; provides program plan review and recommendations to staff. Works with Division Director to lead a long-term strategic planning for the division.

Oversees program implementation; coordinates progress and process reviews with staff; implements division wide strategies as outlined in the strategic plan. Provides feedback and recommendations for improvement to division staff on public health programs. Mentors staff members in the development and implementation of program marketing and promotion plans; reviews and approves marketing/promotion plans.

Mentors staff in the development and communication of health program process and outcome evaluation plans and processes. Reviews, provides feedback, and approves staff evaluation plans. Prepares survey instruments and collects data. Leads quality improvement projects.

Reviews and approves division publications, social media content, and applicable press releases. Coordinates development of division annual report. Delivers presentations and program findings to public audiences and key stakeholders.

Represents the division on external committees and meetings. Serves as a content expert and provides leadership when working with community and state-wide coalitions and workgroups. Participates in state-wide strategic planning and grant writing processes for public health programs. Develops policies and procedures for enforcement of health related laws and rules. Serves as a consultant to partner agencies on health education.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in health education, health promotion, public health, community health or a closely related field, plus three (3) years of related full-time experience as a community health educator. An acceptable combination of education and experience may be considered.

Preference for health education experience in a public health setting, Master's Degree in public health, health administration, health education, public administration, or management, or Certified Health Education Specialist (CHES) or Master Certified Health Education Specialist (MCHES) certification by the National Commission for Health Education Credentialing.

2. Other Requirements:

Must pass a criminal history background investigation as required by the position.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of: CHES competencies and responsibilities; 10 Essential Public Health Services; public health and health education theories and models; community health resources; policy development processes and strategies; coalition and workgroup development and facilitation.

Working knowledge of: office equipment, all applicable computer hardware and software, including Microsoft Office and Google applications.

Skill in:

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise independent judgement, convene workgroups and coalitions to develop community-based programs and policies; coordinate health education staff members to work collectively on program objectives and strategies; develop long-term goals and strategies to



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address key public health concerns; communicate effectively (oral and written); establish and maintain effective working relationships with supervisors, other employees, community agencies and partners, and the general public.

WORKING CONDITIONS

Work duties are typically performed in a general office setting. Travels to locations throughout the county

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 01/17/2020

Department Approval: Brian Hatch

HR Generalist Approval: Hollie McKinney

Classification Approval: Marina Brito