

HEALTH EDUCATION COORDINATOR

DEFINITION

Under general supervision, participates in the development and implementation of specialized public health intervention, promotion, and prevention programs to meet specific needs as determined by the department head or division manager; coordinates grant application and funding processes; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the effective implementation of specialized public health intervention, promotion, and prevention programs, and may be assigned lead direction to staff who assist in public health intervention, promotion and prevention programs. Responsibilities may include developing program guidelines and plans, identifying and securing funding as appropriate, developing staffing and budget proposals, and planning/implementing service delivery as assigned. This position is designated from the Supervising Health Education Coordinator in that the latter is the first full supervisory level in the series.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, develops and implements a variety of health intervention, promotion, and prevention programs; provides or supports direct services to individuals, families, and communities,.
- Identifies sources of program funding; prepares grant applications; works with foundations and other funding sources to secure funding.
- Interprets state and federal regulations and contractual requirements for assigned programs and ensures compliance.
- Maintains accurate and complete records and files; prepares and submits activity status reports.
- Prepares comprehensive program reports and program evaluations pursuant to contract and/or program requirements.
- Participates in program budget development, as well as cost tracking and projection.
- Assigns, directs, and reviews the work of assigned staff on a project or day to day basis.
- Oversees the distribution of health education materials to program clients and agencies.
- Conducts and/or participates in community needs assessments and develops strategies to address identified needs.

- Establishes, coordinates, and/or facilitates community coalitions, networks, and groups.
- Speaks before community groups and organizations regarding programs, services and activities.
- Attends various meetings, committees and conferences related to program goals and objectives.
- Provides guidance to public health staff, and other health care partners regarding the specific objectives and procedures of public health programs.
- Confers with departmental supervisory and management staff and other program coordinators to integrate program services.
- Depending on program assignment, may be required to provide substance abuse counseling.

QUALIFICATIONS

Knowledge of:

- o Principles and techniques of health intervention, promotion, and prevention program administration and delivery.
- o Principles of program administration including budgeting.
- o Needs assessment techniques, grant application processes, and principles of program evaluation.
- o Principles of health education and effective teaching methods.
- o Federal, state, and local laws and regulations concerning public health.
- o Basic health and wellness practices and medical/health information relevant to the specific nature of the program.
- o Medical terminology and standard public health concepts.
- o Principles of recordkeeping and report preparation.
- o Basic supervisory principles and practices.
- o Principles and practices of substance abuse prevention, intervention, treatment, and recovery.

Skill in:

- o Planning, developing, and implementing, health intervention, promotion, and prevention programs.
- o Utilizing community and governmental agency resources effectively to assist clients with health and other social needs.
- o Establishing, coordinating, and facilitating community coalitions, networks, and groups.
- o Responding sensitively to the needs of people from a variety of socio-economic groups and cultures, including alternative lifestyles.
- o Exercising sound independent judgment within established guidelines.
- o Preparing clear, concise, and complete documentation, reports, and other written materials.
- o Maintaining accurate and complete records and files.
- o Planning, directing, and reviewing the work of assigned staff.
- o Training staff in work procedures.
- o Establishing and maintaining effective working relationships with those contacted in the course of the work.
- o Using computer equipment resources and business applications to support assigned work.

Other Requirements:

Must possess a valid driver's license. Must be available for evening or weekend meetings or special events. Specific educational attainments or certifications may apply, depending on program assignment.

Education and Experience:

Graduation from an accredited four year college or university with a Bachelor's degree in health, education, social services, or a closely related field AND two years of administering and

coordinating health or social service delivery programs. A master's degree in health, education, social services, or a closely related field may be substituted for one year of the required work experience. Positions assigned to the Alcohol and Drug Program Division may require a certification/license as a substance abuse counselor, depending upon program assignment. Certifying agencies must be accredited by the National Commission for Certifying Agencies. Certifying agencies include: California Association for Alcohol and Drug Educators (CAADE), California Association of Alcoholism and Drug Abuse Counselors (CAADAC), California Association of Addiction Recovery Resources (CAARR), California Association of Drinking Driver Treatment Programs (CADDTP), California Certification Board of Chemical Dependency Counselors (CCBCDC), Forensics Addictions Corrections Treatment (FACT), Indian Alcoholism Commission of California, Inc., Breining Institute, Association of Christian Alcohol & Drug Counselors, and American Academy of Health Care Providers.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.