



JULY 2020
FLSA: NON-EXEMPT
Bargaining Unit: PL
JNC: 8501

HEALTH EDUCATION COORDINATOR/EDUCATOR

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general ~~supervision, participates in~~ direction, performs a variety of duties in the ~~development~~ ~~planning, design,~~ and implementation of specialized public health ~~intervention, promotion,~~ ~~substance use disorder treatment, or emergency medical services~~ and ~~prevention~~ ~~emergency preparedness~~ programs to meet ~~specific~~ the needs of the community as determined by the department head or ~~division~~ ~~program~~ manager; and ~~coordinates grant application and funding processes~~ performs related duties as assigned.

Distinguishing Characteristics:

This class is **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Health Educator class series, responsible for the effective implementation of specialized ~~public health intervention, promotion, Public Health education~~ and prevention programs, and may be assigned lead direction to staff who assist in ~~public health intervention, promotion and prevention~~ Behavioral Health substance use disorder ~~treatment~~ 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, or Emergency Medical Services and Emergency Preparedness programs. Positions at this level perform the full range of duties as assigned,~~ ~~working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Behavioral Health substance use disorder treatment Health Educators receive regular clinical supervision.~~

This ~~position~~ ~~class~~ is ~~designated~~ ~~distinguished~~ from the ~~Supervising~~ ~~Health Education Coordinator~~ ~~Educator Supervisor~~ in that the latter is the ~~first~~ full supervisory ~~level~~ ~~class~~ in the series that has responsibility for the assignment, supervision, and evaluation of the work of assigned professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (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.~~

When performing duties assigned to Public Health:

- Addresses community level health education needs through development of education/instructional programs that focus on the social determinants of disease and general wellness of population groups.
- Conducts various community assessment activities to determine health related knowledge deficits, resource availability, and community level strengths.
- Initiates or participates in building coalitions of community agencies, organizations, groups, and individuals; organizes and coordinates efforts to further health education goals and programs; provides staff support and technical assistance.
- Selects, develops, and creates educational resources and materials.
- Evaluates the literacy levels of the target population and the appropriateness of resource materials.
- Prepares, delivers, and evaluates education presentations utilizing both instructor and client centered methods designed for individuals, groups, social, print, and live media; develops, facilitates, and coordinates the application of continuing education units as appropriate to the subject matter and/or which contributes to County employee professional development.
- Actively participates in interdisciplinary planning teams, general staff meetings, employee development opportunities, intra- and extra-county networking activities, and community oriented stakeholder groups.
- Prepares correspondence, minutes, activity summaries, and statistical reports; prepares program narratives, enters program information into a variety of databases including web-based systems; prepares program evaluation reports; monitors compliance to program contractual requirements.
- Coordinates and conducts program evaluation activities.
- Attends various meetings, committees, and conferences related to program goals and objectives.
- Performs related duties as assigned.

When performing duties assigned to Behavioral Health Substance Use Disorder:

- Conducts screening and assessments in the office and in the field to provide an approach to SUDS treatment based upon multiple industry based standards.
- Formulates case management and treatment plan strategies with timelines to help clients achieve their goals; creates Treatment Authorization Requests for approval in accordance with state and county requirements.
- Provides ~~guidance to~~ direct counseling, either individually or within groups, for assigned clients based upon individual treatment plan goals and objectives; documents all pertinent information including, but not limited to, assessment summaries and progress notes or reports, intake/orientation documents, and group and individual session notes.
- Provides referrals for clients who may require treatment by outside resources; consults with other providers to ensure proper placement and methods of treatment; may conduct ongoing case management for clients who have been referred to other providers.

- Actively participates in regularly scheduled staff meetings and training sessions which provide continuing education units required to maintain counseling certifications and/or which contribute to the employees' professional development.
- Provides comprehensive information to clients, families, and the general public health staff, and on program processes and requirements, funding procedures, and related program details.
- Maintains accurate and complete documentation based on federal, state and county requirements.
- Attends various meetings, committees, and conferences related to program goals and objectives.
- Performs related duties as assigned.

When performing duties assigned to Emergency Medical Services and Emergency Preparedness:

- Coordinates, plans, and presents training for staff development in areas related to emergency preparedness and response.
- Develops and implements emergency preparedness and response and continuity of operations plans.
- Identifies and addresses gaps in emergency response plans for at-risk/vulnerable populations.
- Facilitates and/or participates in inter-agency coalitions and meetings.
- Collaborates with other health care providers and community organizations to coordinate multi-agency training and exercises related to emergency preparedness.
- Conducts training needs assessments of department and other inter-agency personnel.
- Coordinates with other agencies to provide emergency preparedness and response training to medical and emergency partners ~~regarding the specific objectives and procedures of~~, and government, tribal, business, and other volunteers.
- Assists with the evaluation of emergency response exercises and implementation of corrective actions; facilitates program evaluation of preparedness programs to conform to public health programs and emergency management grant requirements.

~~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.~~

~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~

- Assists in preparing and monitoring the Emergency Preparedness grants; ensures that equipment and supplies purchases remain within the allocated funds available.
- Attends various meetings, committees, and conferences related to program goals and objectives.
- Performs related ~~work~~duties as assigned.

MINIMUM

QUALIFICATIONS

~~Education and Experience:~~

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

Education: —

~~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-~~

Experience:—

~~Two (2) 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.~~

Other Requirements:

~~Must possess and maintain 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.~~

~~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.~~

Knowledge of:

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility including confidentiality laws.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Principles and methods of effective communication.
- Principles, methods, and techniques of ~~health intervention, promotion, and prevention program administration and delivery~~community organization; program planning and evaluation.

~~Principles of program administration including budgeting.~~

- ~~Needs assessment techniques, grant application processes,~~ and practices of complex documentation preparation and recordkeeping.

Additional knowledge when assigned to Public Health:

- Basic principles ~~of~~ and methods of learning theory.
- Principles and methods of preventive health education.
- Principles and methods of grant seeking and development.
- Principles and methods of public speaking.
- Principles of the social determinants of disease.
- Principles and methods of health program evaluation.

~~Principles of health education and effective teaching methods.~~

- Federal, state, Multimedia resources, techniques, and applications.
- Survey and ~~local laws~~ data gathering instruments.

Additional knowledge when assigned to Behavioral Health Substance Use Disorder Program:

- Case management principles, practices, and ~~regulations concerning public health~~ processes related to the assessment, care, treatment, and documentation of individuals with behavioral disorders.
- Methods and techniques of conducting assessments, interviewing clients, and preparing reports and treatment plans.
- Theories, principles, and practices of group and individual counseling and therapies.
- Medical terminology relevant to assigned program area.

Basic health and wellness practices and ~~medical/health information relevant to the specific nature of the program:~~

- Medical terminology and standard public health concepts.

Additional knowledge when assigned to Emergency Medical Services and Emergency Preparedness:

- Principles, methods, and techniques of ~~recordkeeping and report preparation~~ community education, including program planning and evaluation.
- Principles of emergency management, including incident command system.
- Basic ~~supervisory~~ principles and ~~practices~~ methods of learning theory.
- Principles and ~~practices~~ methods of ~~substance abuse prevention, intervention, treatment,~~ grant seeking and ~~recovery~~ development.

Skill in:

~~Preparing clear, concise, and complete documentation, reports, and other written materials.~~

- Maintaining accurate Principles and complete records methods of public speaking.
- Methods of developing planning documents and files. preparing reports.

~~Using computer equipment resources and business applications to support assigned work.~~

Ability to:

~~Plan, develop, and implement, health intervention, promotion, and prevention programs. Utilize community and governmental agency resources effectively to assist clients with health and other social needs.~~

~~Establish, coordinate, and facilitate community coalitions, networks, and groups.~~

~~Respond sensitively to the needs of people from a variety of socio-economic groups and cultures, including alternative lifestyles.~~

~~Exercise sound~~

- Provide a diverse range of professional services in support of assigned program.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence, reports, and other written material.
- Document and maintain complex client records and files.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Carry out assigned tasks with general guidance using sound judgement, awareness of organizational

- priorities, critical deadlines, and anticipated outcomes.
 - Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
 - Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
 - Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
 - Use tact, initiative, prudence, and independent judgment within ~~established~~ general policy, procedural, and legal guidelines.
- ~~Plan, direct, and review the work of assigned staff.~~
~~Train staff in work procedures.~~
- Establish ~~and~~, maintain-, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

Additional abilities when assigned to Public Health:

- Provide effective preventive health education using a variety of learning theories, delivery techniques, medium, and presentation style.
- Build coalitions of organizations and individuals having diverse needs and objectives.
- Design and implement program planning and evaluation.
- Identify, develop, and secure grant funding for targeted or general oriented health education projects/programs.
- Identify and address through education social determinants of disease at the individual and community level.
- Research and analyze population/community level data/information.
- Facilitate focus groups, public meetings, education, and informational events.
- Foster consensus building when faced with divergent priorities, needs, or ideas.

Additional abilities when assigned to Behavioral Health Substance Use Disorder Program:

- Conduct detailed assessments by obtaining information, establishing facts, and drawing valid conclusions.
- Implement comprehensive case management for all clients, including those referred to other providers.
- Refer clients to appropriate treatment providers/facilities.
- Use effective interviewing and substance abuse counseling methods for client treatments.

Additional abilities when assigned to Emergency Medical Services and Emergency Preparedness:

- Analyze emergency preparedness programs and implement effective solutions.
- Develop work plans and identify resources needed to meet timelines.
- Develop, implement, and monitor county-wide programs and services.

Education and Experience:

Public Health

Possession of a Bachelor of Science degree from an accredited four-year college or university with major coursework in health education or promotion, community health, health sciences, or a closely related field;

AND

Two (2) years of ~~ENVIRONMENTAL CONDITIONS~~ experience providing professional support to a health education, promotion, or prevention program, or a substance use disorder treatment program; or

Possession of a Certified Health Education Specialist certification issued by the National Commission for Health Education Credentialing, Inc. or a Certified in Public Health certification issued by the National Board of Public Health Examiners.

OR

Possession of a master's degree in public health education, promotion, or prevention.

Behavioral Health Substance Use Disorder Program

Possession of a Bachelor of Science degree from an accredited four-year college or university with major coursework in addiction studies/disorders/counseling, psychology, or closely related field;

AND

Two (2) years of experience providing professional support or counseling services in a substance use disorder treatment program.

Emergency Medical Services and Emergency Preparedness Program

Possession of a bachelor's degree from an accredited four-year college or university with major coursework in emergency management, public health, public administration, or a closely related field;

AND

Two (2) years of experience providing professional support to an emergency management or public health emergency preparedness program.

Licenses and Certifications:

➤ Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

Behavioral Health Substance Use Disorder Program

➤ Per California Code, Health and Safety Code, Section 11833(b)(1): Positions assigned to the Substance Use Disorder Services program may require proof of certification as a substance use disorder counselor by, or registration with, one of the California Department of Health Care Services approved certifying organizations, which are: California Association for Alcohol and Drug Educators, California Association of DUI Treatment Programs, or California Consortium of Addiction Programs and Professionals.

PHYSICAL DEMANDS

Must possess. The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

~~Work is primarily performed indoors with infrequent trips outdoors in all weather conditions.~~

Physical:

~~Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, bending and use of both legs; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** walking and reaching. **Infrequent** climbing, lifting, carrying or pushing objects that weigh more than 16 lbs.~~

HISTORY

JCN: 8504

Created: JUN 1990

Revised: OCT 2004

Revised: DEC 2007

Revised: AUG 2013 -- HRD

~~mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

ENVIRONMENTAL CONDITIONS

~~Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with clients with behavioral disorders/erratic behavior. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may work in the field and, depending on the area of assignment, may be exposed to loud noise levels and cold and/or hot temperatures.~~

WORKING CONDITIONS

~~Must be willing to work after hours, weekends, and holidays as needed.~~

~~When assigned to the Emergency Medical Services and Emergency Preparedness Program, must be willing to travel within and out of the county, including occasional overnight stays of one or more days.~~