



HEALTH EDUCATOR

DEFINITION

Under general direction, performs a variety of duties in the planning, design, and implementation of specialized public health, substance use disorder treatment, or emergency medical services and emergency preparedness programs to meet the needs of the community as determined by the department head or program manager; and performs related duties as assigned.

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 education and prevention programs, Behavioral Health substance use disorder treatment programs, 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 class is distinguished from the Health Educator Supervisor in that the latter is the 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

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 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 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, 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 and emergency management grant requirements.
- 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 duties as assigned.

QUALIFICATIONS

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 community organization; program planning and evaluation.
- Principles and practices of complex documentation preparation and recordkeeping.

Additional knowledge when assigned to Public Health:

- Basic principles 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.
- Multimedia resources, techniques, and applications.
- Survey and data gathering instruments.

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

- Case management principles, practices, and 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 concepts.

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

- Principles, methods, and techniques of community education, including program planning and evaluation.
- Principles of emergency management, including incident command system.
- Basic principles and methods of learning theory.
- Principles and methods of grant seeking and development.
- Principles and methods of public speaking.
- Methods of developing planning documents and preparing reports.

Ability to:

- 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 general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of 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 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 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.