**Appendix C3:**

**Job Description: Health Education Specialist**

**Under direction, assists with implementation of educational and health promotion activities for the department; assumes responsibility for educational aspects of assigned department programs; and performs related work as required. Incumbents are assigned health education oriented responsibilities for selected programs under direction of the Public Health Program Specialist, Program Manager or Program Director. Positions may be located in any of the major operating divisions of the Health Services Department.**

**Major Areas of Responsibility:**

**Typical Tasks**

* Assists administrators and supervisors in planning, conducting and evaluating the health education and health prevention aspects of departmental programs
* Carries out a specific phase of the program under supervision as assigned
* Confers with and advises staff on health education and preventive principles and the techniques of community organization;
* Assists in encouraging interest and activity in the promotion of public and environmental health
* Reviews publications for educational suitability
* Maintains and distributes health education material to the staff and the general public, as appropriate
* Prepares visual aids and display materials
* Assists with the assessment of community health needs
* Organizes and arranges for discussion groups on health problems
* Publicizes health programs and services through various media
* Evaluates and reports on health education services and educational programs
* Assists in directing and coordination relevant training activities as needed in the Department
* Provides and promotes excellent customer service for all internal and external customers.

**Minimum Job Requirements**

**Knowledge**

* Principles, theories, techniques and practices of public and community health education, including the relationships of cultural patterns to human behavior
* The ability to apply this knowledge to the process of education and motivation with individuals and groups
* The structure of government, of public health procedures, and of methods and effectiveness of various mass communication media
* Public health and related functions of official and voluntary organizations on the federal, state and local levels

**Abilities**

* Provide and promote excellence in customer service for both internal and external customers
* Acknowledge and respect cultural and linguistic differences of the County's diverse population
* Communicate effectively in English, both verbally and in writing.
* Follow multi-step oral instructions and written directions
* Compile, analyze and display data
* Write clear and concise reports.

**Experience and Other Certifications**

* Possession of a valid California Motor Vehicle Operator’s License. Out-of-State valid motor vehicle operator’s license will be accepted during the application process.
* Possession of a Bachelor’s Degree from an accredited college or university in Public Health, Health Services Administration, Social Work, Health Education, Education, Sports Medicine, Kinesiology, Nutrition, or a closely related field.
* Four (4) years of full-time, or its equivalent, experience equivalent and 60 semester units or 90 quarter units of college coursework with at least 12 semester and 18 quarter units in health related coursework may be substituted for the required Bachelor’s Degree.
* One (1) year of full-time, or its equivalent, experience which included direct responsibility for performing health promotion, health prevention, or community health education work.

**Salary Range**

* $25.83 - $31.39 Hourly
* $4,476.74 - $5,441.50 Monthly
* $53,720.88 - $65,298.00 Annually