



Health Educator II

Job Description

Department: Health
Position: Career Service
Grade: 723
Supervisory: No
Reports to: Varies by Assignment

Summary

Under general guidance and direction of the assigned supervisor, assists, develops, designs, monitors, coordinates, evaluates, and administers health education and prevention activities in Utah County. Performs complex clerical, technical, and other required work at the full performance level.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assess local health promotion and prevention needs; use surveys and other assessment tools; document and evaluate results and presents findings to division and/or program administrators; develop comprehensive local health education plans.
2. Assist with developing public policy and legislation based on identified needs.
3. Coordinate local, state, and national campaign promotions for Utah County residents; implement awareness campaigns, media relations, and other social marketing plans.
4. Design and implement health promotion and prevention programs in accordance with comprehensive local health plans; teach about substance use prevention, chronic and communicable diseases, injury control, environmental health, and other health topics.
5. Assist with identifying, developing, and implementing school curricula, community classes, and public health education.
6. Develop multimedia and web-based initiatives to support program efforts.
7. Evaluate the effectiveness and impact of health education related to assigned program(s); conduct process, impact, and outcome evaluations.
8. Disseminate general health education information for divisions of the County Health Department; consult with and educate the divisions and/or assist in bringing together comprehensive prevention services throughout the county; assist in consultation services and networking with other agencies or groups.
9. Maintain knowledge of current evidence-based health promotion and prevention practices and data trends; attend and complete required training and technical reading, as needed.
10. Oversee, coordinate, or assist with implementing work plan activities specific to assigned programs, plans, or grants, as assigned.

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Public Safety: No

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Safety Sensitive: No
DOT: No
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11. Complete programmatic-related documentation and data collection as required by state contracts, including community assessments, resource and program assessments, and program planning and evaluations.
12. Monitor contracts with outside agencies for health promotion and prevention programs and services.
13. Assist with the development and tracking of grant budgets; assist with monitoring and enforcement of subgrantee financial requirements.
14. Recruit, monitor, and mentor volunteers and student interns; provide prevention training, as needed.
15. Respond to public health emergencies as required by department or division administration.
16. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
17. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

May be assigned duties from one or more of the following functions:

Health Promotion and Prevention

1. Design and implement electronic resources, school curricula, clinic education, community classes, and public education programs; create graphics, flyers, brochures, and handouts on health topics.
2. Design and implement programs to reduce injuries from unintentional injuries or loss and injury from substance abuse related mishaps; conduct surveys to monitor program effectiveness.
3. Design and implement wellness programs for county businesses willing to participate; serve as a behavioral coach, when applicable.
4. Assist with monitoring of budgets and expenditures for programs funded by various grants and contracts.
5. Develop policies designed to improve the health and well-being of the public.
6. Participate in community disease cluster investigations; evaluate the effectiveness of department programs in public health competencies and in responding to public health outbreaks and emergencies; work with epidemiological data available from state, federal, and local sources.
7. Collaborate on cross cutting programs within the Health Promotion Division.

Public Health Nursing

1. Lead implementation and evaluation of women's health prevention programs, communicable disease prevention programs, or others as assigned; oversee planning, as needed.
2. Oversee budgets and expenditures for programs funded by various grants and contracts.
3. Provide education about women's health, cancer prevention, cardiovascular disease, and communicable diseases, as assigned; make referrals to community resources; document progress of clients and coordinate medical contacts, as needed.

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4. Educate, counsel, and obtain information for case management; visit homes and community agencies, as needed.
5. Maintain updated information on current public health issues related to women's health, cancer, cardiovascular disease, communicable diseases and other public health issues, as assigned.
6. Participate in community disease cluster investigations; evaluate the effectiveness of department programs in public health competencies and in responding to public health outbreaks and emergencies.
7. Assist Bureau Director or supervisor in coordinating assigned program(s).
8. Lead advocacy and development of policies to prevent disease associated with public health issues; collaborate on cross cutting issues and programs within the Health Promotion division.
9. Use epidemiological data available from state, federal, and local sources to monitor communicable diseases and provide input about decreasing their spread.

Knowledge, Skills, and Abilities

- Knowledge of health education theory and principles, including human behavior modification
- Knowledge of public health terminology, methodology, organization, and practices
- Knowledge of drug and alcohol risk of protective factor model
- Knowledge of social determinants of health
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in teaching and training techniques
- Skilled in utilizing new electronic technologies
- Skilled in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in written and verbal communication
- Skilled in interpersonal and public relations
- Skilled in policy development and advocacy
- Ability to lead discussions and teach large or small groups
- Ability to facilitate coalition meetings and trainings
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to develop curriculum, make presentations and accurately evaluate program effectiveness
- Ability to proficiently use computers
- Ability to write technical reports, develop curriculum, and make effective presentations
- Ability to be an active member of a team
- Ability to be self-motivated and self-directed
- Ability to exercise independent judgment
- Ability to participate in policy development and advocacy processes

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- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

Additional Knowledge, Skills, and Abilities specific to Public Health Nursing

- Knowledge of emergency, first aid, and Cardiopulmonary Resuscitation (CPR) procedures
- Knowledge of local medical services available to appropriately assist clients
- Skilled in responding to psycho/social issues
- Ability to use clinic screening equipment
- Ability to maintain organized and accurate medical records

Supervisory Responsibility

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment

This job operates primarily in a professional office environment, but work is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The incumbent is occasionally exposed to contagious or infectious diseases. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. The employee is required to work for sustained periods of time maintaining concentration and attention to detail. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee frequently drives a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work forty (40) hours each week to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Health, Community Health, Health Promotion, Public Health, or a closely related field.
2. Four (4) years of work experience in public health, or a related field.
3. A completed, related master's degree may be substituted for two (2) years of health education work experience.

Additional Eligibility Qualifications

1. Incumbents must obtain, and thereafter maintain certification through the national certifying boards in one of the following during the first twelve (12) months in position:
 - a. Certified in Public Health (CPH)
 - b. Certified Health Education Specialist (CHES)
2. Incumbent may be required to complete the SPF Application for Prevention Success Training (SAPST) within the probationary period for new hires or the trial period for promoted County employees when applicable.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Centers for Disease Control (CDC) and/or County Health Department Policy.
4. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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