



# Health Educator I

## Job Description

Department: Health  
Position: Career Service  
Grade: 721  
Supervisory: No  
Reports to: varies by assignment

### Summary

Under direct leadership of the assigned supervisor, develops, designs, monitors, coordinates, evaluates, and administers health education and prevention activities in Utah County. Performs clerical, technical, and entry-level professional work.

### Essential Functions

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

1. Assess local health education needs; use surveys and other assessment tools; document and evaluate results and present findings to division and/or program administrators; develop comprehensive local health education plans based on identified needs.
2. Coordinate local, state, and national campaign promotions for Utah County residents; implement awareness campaigns, media relations, and other social marketing plans.
3. Design and implement health programs in accordance with comprehensive local health plans; teach about cardiovascular disease, cancer, injury control, environmental health, communicable diseases, diabetes, and other health topics.
4. Develop multimedia and Web 2.0 initiatives to support program efforts.
5. Evaluate the effectiveness and impact of health education related to assigned program(s); conduct process, impact, and outcome evaluations.
6. Disseminate general health education information for divisions of the County Health Department; consult with and educate divisions and/or assist in bringing together comprehensive prevention services throughout the county; assist with consultation services and networking with other agencies or groups.
7. Respond to public health emergencies as required by department or division administration.
8. Carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone.

### For Office Use Only

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Job Title: Health Educator I  
FLSA: Non-Exempt  
Effective Date: 9/18/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

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

#### Health Promotion

1. Design and implement 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. Oversee 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. Monitor the performance plan of grants; prepare annual renewal plans within the appropriate data reporting system.

#### Public Health Nursing

1. Plan, implement, and evaluate women's health prevention programs, communicable disease prevention programs, or others as assigned.
2. Participate in education about women's health, cancer prevention, communicable diseases and cardiovascular disease; teach, counsel, and make referrals to other community resources; chart progress of clients and coordinate medical contacts, as needed.
3. Educate, counsel, and obtain information for case management; visit homes and community agencies, as needed.
4. Maintain updated information on current public health issues related to communicable diseases, women's health, cancer, cardiovascular disease, and other public health issues, as assigned.
5. Assist Bureau Director or supervisor in coordinating assigned program(s).
6. Monitor the performance plan of grants; prepare annual renewal plans within the appropriate data reporting system.
7. Assist with advocacy and development of policies to prevent disease; collaborate on cross cutting programs within the Health Department.
8. 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 appropriate handling of protected health information (PHI)
- Skilled in teaching and training techniques
- Skilled in utilizing new electronic technologies (Web 2.0)
- Skilled in written and verbal communication

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- Skilled in interpersonal and public relations
- Ability to lead discussions and teach large or small groups
- Ability to establish and maintain cooperative relationships with those contacted during the course of work activities
- 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
- Ability to be an active member of a team
- Ability to be self-motivated and self-directed

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

- Knowledge of emergency, first aid, and 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 may serve as a coach and mentor for other positions in the department.

**Work Environment**

This job operates 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 a laptop, desktop, smartphone, 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 may be 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. This employee is

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frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to fifty (50) 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. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

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

**Required Education and Experience**

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

**Additional Eligibility Qualifications**

1. Applicant must be eligible to become a Certified Health Education Specialist (CHES) and/or obtain a Certificate in Public Health (CPH).
2. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.
3. Applicant must possess a current driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
4. 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.

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**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.

**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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