

# LINN COUNTY CLASSIFICATION

**TITLE:** HEALTH EDUCATOR  
**NUMBER:** 720  
**PAY RANGE:** 14  
**CATEGORY:** OPEU

**APPROVAL ORDER  
NUMBER: 2000-438  
DATE: October 25, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of community outreach and health education duties, participate actively in education program planning, organization and implementation of health education programs for the Department of Health Services.

SUPERVISION RECEIVED: Works under the direction of a supervisor who assigns and reviews work for conformance to department policy and effectiveness.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of this class.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Determine techniques, policies and procedures for the improvement of health education activities.
2. Organize and consult with community agencies, committees and groups to coordinate, advise and advance health education program's purposes and practices.
3. Compile and provide study and exhibit materials to organizations and committees for use by members and the public.
4. Provide educational consulting services on public health issues when requested by the community.
5. Develop and coordinate educational activities among state, county, school and private agencies.
6. Analyze devices and procedures for public presentation of health problems and instructions; participate in professional conferences and programs; prepare papers and present talks; assist in the development of major policies and objectives and in the evaluation and standardization of procedures and practices recommended by professional organizations for health education.
7. Assemble data for use in educational programs and in preparation of news releases, radio and television scripts and articles.
8. Select, prepare and distribute health education materials including pamphlets, reports, films, exhibits and other audio-visual aides.

9. Develop program proposals and write grant requests.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of public health processes and topics, including communicable disease control, family planning, maternal-child health care, human sexuality and nutrition. Thorough knowledge of the objectives, principles, theories, and practices of health education and the organization and functions of public health. Knowledge of modern educational theory, literature and techniques. Ability to plan, stimulate and make constructive evaluations of public health education curricula, programs, methods and accomplishments. Ability to organize and advise professional, educational, official and private groups on educational needs. Ability to work independently within the defined guidelines of the program and job description.

EXPERIENCE, EDUCATION AND TRAINING: Baccalaureate degree from an accredited college or university in Health Education, Public Health, Nursing or related field of study; Master's level preparation preferred; and two years experience as an educator conducting and developing public health education or nurses' continuing education programs OR any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Must have a valid motor vehicle operator's license and an acceptable driving record at the time of appointment since travel to and from satellite clinics may be required. Some positions in this class may also require the possession of oral and written competence in one or more foreign languages.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.