

FULL-TIME

Health Educator I

The Trumbull County Combined Health District announces the opening for two (2) full-time Health Educator I positions. Responsibilities will include, but may not be limited to developing countywide health education promotions, conduct public relations services and prepare program budgets. (Please see detailed Job Description attached.)

Applicants must possess a Bachelor's Degree in Health Education or a related field, and possess C.H.E.S certification, or be C.H.E.S. certification eligible (those applicants not currently C.H.E.S. certified must show eligibility by providing documentation with their application materials showing that they have gone through the "Prescreening Service" at www.nchec.org/ches-exam-eligibility). Job duties will include working a flex schedule to accommodate working nights and weekends. Applicants must also possess a valid Ohio driver's license and have their own vehicle for reliable transportation.

Classification, wages and fringe benefits commensurate with qualifications and provisions of the Union Agreement. The hourly salary range is \$22.84 - \$30.46 based on experience.

Submit letter of interest and resume, three letters of recommendation in confidence to Frank Migliozi, Health Commissioner, Trumbull County Combined Health District, 194 W. Main St., Cortland, Ohio by Friday, March 29, 2024, close of work day.

Trumbull County Combined Health District

Position Title:	Health Educator I			Reports to:	Health Commissioner
Agency Unit:	Administration			Revision	001
Employment Status:	Full-time Employee	Pay Grade:	Per Union Contract	FLSA Status:	Bargaining Unit

Position Summary: Under general supervision, directs the Health Education Program, develops countywide health education promotions, conducts public relations services and prepares program budgets. Performs other related duties as required.

Essential Duties:

- Develops, implements, and evaluates Health Education/Promotion programs.
- Analyzes target demographic review within the county for program services, mainly programs through the Preventive Health and Health Services Block Grant.
- Evaluates and monitors program effectiveness and institutes changes to increase program effectiveness and efficiency.
- Responsible for identifying potential grant funds which can be utilized for provision of public services.
- Prepares grant applications and grant reports.
- May be required to coordinate and conduct all grant writing as designated by Health Department Administrator.
- Presents monthly report to Board of Health.

Other Duties & Responsibilities

- Provides health prevention/education programs to the community, e.g., schools, industries, interested civic groups and the general public.
- Prepares and presents various public relations documents or speeches, e.g., news releases, informational publications, speeches to community groups, etc., to inform the public of the services available through the Health Department.
- Participate as directed in community health related activities.
- Prepares all required reports generated by health education programs, e.g., federal, state, local, evaluations, summaries, grants, projects, etc.
- Develops and coordinates agency wide health education to be provided to community through the staff employees or private sector officials as program requires.
- Performs all other related duties as required.
- Attend workshops, in-service training programs, and all staff meetings as required.

Education Required: Bachelor's Degree in Health Education or related field. Masters of Public Health preferred.

**Work Related
Experience
Required:**

**Certification(s) &
License(s) Required:**

- Must be CHES certified or eligible to take CHES exam.
- Applicant must possess a valid State of Ohio vehicle operator's license.

Minimum Qualifications:

- Ability to read, analyze, and interpret health education periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain effective working relationships with employees, supervisors, city health districts, other agencies and the public.
- Integrity, sense of responsibility, independent judgment.
- Ability to communicate effectively and accurately both verbally and in writing.
- The employee is expected to freely operate the following tools and equipment: personal computer (including word processing and spreadsheet software); calculator, telephone, fax machine, photocopier and motor vehicle.
- Ability to work independently.
- Ability to work under a flexible job schedule.
- Ability to assess community needs, implement plans, and evaluate plans.

Key Competencies:

The following Council on Linkages Core Competencies (as of June 26, 2014) for this position include:

- Analytical/Assessment Skills: 1A1, 1A2, 1A3, 1A4, 1A5, 1A6, 1A7, 1A8, 1A9, 1A10, 1A11, 1A12, 1A13, 1A14
- Policy Development/Program Planning Skills: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2A9, 2A10, 2A11, 2A12
- Communication Skills: 3A1, 3A2, 3A3, 3A4, 3A5, 3A6, 3A7, 3A8
- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4A7
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9, 5A10
- Public Health Sciences Skills: 6A1, 6A2, 6A3, 6A4, 6A5, 6A6, 6A7, 6A8, 6A9
- Financial Planning and Management Skills: 7A1, 7A2, 7A3, 7A4, 7A5, 7A6, 7A7, 7A9, 7A10, 7A11, 7A12, 7A13, 7A14
- Leadership and Systems Thinking Skills: 8A1, 8A2, 8A3, 8A4, 8A5, 8A6, 8A7, 8A8, 8A9

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee typically works in a normal office environment. The noise level in the work environment is usually quiet to moderate. The employee is expected to freely operate the following tools and equipment: personal computer (including word processing and spreadsheet software); calculator, telephone, fax machine, photocopier, and motor vehicle.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, carry or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk or hear, walk and sit. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

**Selection
Guidelines:**

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date	Revision Number	Description of Change
1/23/19	001	<ol style="list-style-type: none"> 1. Added Revision section. 2. Added Revision to header. 3. Added Competencies: 6A2, 6A3, 7A2, 7A13, 7A14 4. Removed approval section. (Added approval cover sheet for all revised job descriptions). 5. Changed Trumbull County General Health District to Trumbull County Combined Health District. 6. Removed Work Experience requirement.
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