



Job Position Opening: Health Educator

Reports To: Director of Community Health Services
Division: Community Health Services
Program: Health Promotion and Planning
Rate of Pay: \$20.16 per hour (Grade A)
Hours: 40 hours per week

Required Qualifications

- ✓ Bachelor's degree (B.S. in Health Education, Community Health or health related field) from a four-year college or university with four years related experience and/or training; or equivalent combination of education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Education

1. Analyzes and applies data to the community's present and projected health needs by proposing and planning specific programs.
2. Assists Supervisor and Director in determining the scope of programs, and in the development of long range plans for Health Promotion.
3. Plans and implements effective health education/promotion programs.
 - develops a written annual work plan for the program or project.
 - Establishes and monitors time-limited and measurable objectives and outcomes.
 - Identifies target population, supportive methods and activities to be used, time lines, and an evaluation process
 - Identifies the media which is most appropriate for dissemination of specific health information
 - Prepares and presents educational sessions or events as needed
 - Requests program/materials purchase through the supervisor.
 - Evaluates and redesigns programs or projects based on outcomes.
 - Prepares periodic reports on activities and achieved outcome.
4. Communicates and collaborates with community members and other agencies for programming. Utilizes resources to avoid duplication of services/programs.

Other Activities

1. Maintains compliance with grant guidelines, if applicable.
2. Prepares and submits to supervisor a monthly and annual report of program activities and progress.
3. Attends various meetings that are scheduled by Unit, Division, or Health District.
4. Maintains a system of record keeping for files, materials, and purchases.
5. Attends grant meetings and maintains knowledge in the field.

6. Receives and screens community requests for information and assistance.

Please submit resumes to:

Adam Litke

Finance and Human Resources Director

alitke@lcghd.org

Resumes accepted through October 19, 2017