JOB POSTING

COMMUNITY HEALTH EDUCATION SPECIALIST
PART-TIME

Summary of Duties:

Responsible for fulfilling the goals and objectives of Mahoning County Public Health. Goals and objectives will be realized through the preparation and presentation of programs, written communications, and displays for the community that improve health attitudes, knowledge, behaviors and skills. Will also be working on contact tracing for COVID-19.

Minimum Qualifications:

Bachelor's degree in health education or related field with relevant community or school health educational experience. Prefer master's degree in related health promotion, preventive medicine or public health. Certified Health Education Specialist preferred. Ability to communicate with large or small groups through written and oral presentations. Proficiency in use of Windows Office products and software for statistical analysis of large datasets.

Rate of Pay:

Starting hourly rate in this grade is $20.24 per hour.

Hours per Week:

Approximately 20-28 hours per week.

Job description is attached

Applications are to be given to Ed Janik. If Ed is unavailable, please give to another Finance and Human Resources Division employee.

Posting period: October 14, 2020 through October 22, 2020

MAHONING COUNTY PUBLIC HEALTH

POSITION DEPSCRIPTION: **COMMUNITY HEALTH EDUCATION SPECIALIST**
POSITION DESCRIPTION
APPROVED: August 9, 2016

RESPONSIBLE TO: Director of Nursing and Community Health

JOB SUMMARY: The Community Health Education Specialist is responsible for fulfilling the goals and objectives of the Board of Health for health promotion and assessment. Goals and objectives will be realized through the preparation and presentation of health promotion programs, written communications, and displays for the community.

ESSENTIAL FUNCTIONS:

1. Community health promotion through health education programs designed to develop improved health attitudes, knowledge, behaviors, and skills while promoting MCPH's philosophy, goals and services.

2. Planning, presentation and evaluation of health education programs.

3. Design, construct, and display MCPH's services, projects, activities, and general health promotion displays both on-site and in the community.

4. Consolidate reports and statistical data on programs, displays and presentations.

5. Consolidate death and birth and other statistical data for MCPH reports, community surveillance and community coalitions.

6. Assist in developing the surveillance and health education components for all MCPH programs and services.

7. Serves on relevant local community and interagency committees. E.g., participates with management and staff for Continuous Quality Improvement (CQI), Strategic Planning, and Public Health Accreditation Board (PHAB) committees.

8. Assists in MCPH staff education programs.

9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in health education or related field with relevant community or school health educational experience. Prefer master's degree in related health promotion, preventive medicine,

or public health. Certified Health Education Specialist preferred. Ability to communicate with large or small groups through written or oral presentations. Proficiency in use of Windows Office products and software for statistical analysis of large datasets. Able to relate to people of diverse ages, cultures and socio-economics. Valid driver's license.

POSITION CORE COMPETENCIES: Tier 2

Analytic/Assessment Skills
Public Health Science Skills
Policy Development/Program Planning Skills
Communication Skills
Cultural Competency Skills
Community Dimensions of Practice Skills
Financial Planning and Management Skills
Leadership and Systems Thinking Skills

*Core Competencies for Public Health Professionals, Council on Linkages Between Academia and Practice.
http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf