

Williams County Health District



The Williams County Health Department is seeking applicants for a full-time Health Educator.

Hours:

Monday – Friday, 8:30-5:00. This position is full time at 37.5 hours per week.

Salary:

Commensurate with experience. The Williams County Health Department offers a comprehensive benefit package including medical, vision and dental insurance, enrollment in Ohio Public Employees Retirement System, and paid time off for vacation, sick leave, holidays, and personal days.

Essential Functions of the Position:

- Writes grants and maintains compliance with reporting requirements
- Plans, develops, implements, and evaluates public health programs
- Analyzes, interprets, and reports public health data
- Conducts school and community outreach presentations and activities
- Performs safety inspections for installation of child passenger safety devices
- Provides instruction to parents and caregivers concerning child passenger safety
- Develops social media posts and writes press releases
- Serves as a public health resource in the community
- Provides support for accreditation activities

Minimum Experience/Qualifications:

- Qualified applicants must have a bachelor's degree in public health or a health related field
- CHES (Certified Health Education Specialist) preferred
- Prior experience in public health preferred
- CPR certified or may be obtained after hire
- Must successfully pass a background check
- Must have a valid driver's license, reliable transportation, and proof of automobile insurance
- Must have computer skills in word processing, spreadsheets, design, and presentation software
- Must have willingness to learn new skills, be adaptable/flexible
- Must have excellent customer service skills, verbal and written communication skills
- Must have excellent interpersonal relationship skills including cultural sensitivity

The Williams County Health Department is an equal opportunity employer.

Only non-tobacco, non-nicotine candidates will be considered.

Send resume and cover letter by mail or email to:

Williams County Health Department
Victoria Smith, MPH, CHES
Director of Health Education and Preparedness
310 Lincoln Ave P.O. Box 146
Montpelier, OH 43543
victoria.smith@williamscountyhealth.org

This position will be posted until July 31st at 5:00 p.m. or until position is filled.