

ALL CITY AGENCIES [999]

PUBLIC HEALTH EDUCATOR
(HELP PROGRAM)

General Statement Duties and Responsibilities

This is a professional class of positions involved in the design and administration of City public health education programs. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, identifies community health information needs and develops, organizes, conducts, and evaluates health education programs to meet those needs.

Examples of Typical Tasks

Prepares and conducts education programs, presentations, seminars, conferences, training courses, and workshops addressing the health needs and problems of target populations.

Evaluates the effectiveness of public health programs, presentations, and materials by utilizing entry and exit interviews and surveys, and other appropriate methods.

Surveys the public, target populations, agency staff and service providers to identify public health needs, problems, and available resources.

Represents the agency at meetings with public health service providers and with other groups.

Establishes and maintains ongoing collaborative relationships and exchanges information with community members, organizations, agencies, institutions, and other health professionals.

Provides counseling, guidance, training, and technical assistance on public health issues to service providers, and other groups.

Obtains, reviews and/or develops written health education materials, lists of community resources, referral information, and visual aids, and arranges for their distribution and presentation throughout schools, health clinics, community agencies, and the press.

Writes reports, memoranda, and letters.

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Assignment Level II

Under administrative direction, supervises the work of Public Health Educators - Assignment Level I and other related and support staff. In addition, performs tasks such as the following:

Examples of Typical Tasks

Coordinates, develops and implements health education programs and publicity materials.

Plans and carries out on-the-job training and evaluates performance of assigned staff.

Plans and conducts training conferences and workshops for health professionals and other groups.

Explains program/agency policies, objectives and procedures to assigned staff.

Prepares reports.

Acts as liaison with other agencies.

Supervises and/or provides HIV (and other communicable or environmental illness) prevention counseling.

Develops and oversees the operations of an HIV testing site and/or HIV testing services in a hospital setting.

Assists in recruiting staff; reviews resumes and conducts interviews.

Works on special projects.

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Assignment Level III

Under managerial direction, assists in managing a public health education program and in overseeing the work of Public Health Educators - Assignment Level I and II and other related and support staff. In addition, performs tasks such as the following:

Makes recommendations for planning the public health education program of the Agency.

Oversees the evaluation of the effectiveness of health education programs.

Acts as public health educational consultant to other bureaus.

Coordinates public health education campaigns on a citywide basis; directs the conduct of special campaigns.

Analyzes training needs and develops programs; supervises the conduct of training programs.

Provides public health education services and serves as liaison within the agency, with other City agencies, and to community groups.

Provides technical assistance in the preparation of education materials for publications.

Participates in such administrative duties as budgeting and personnel work.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory experience in: **(a)** developing public health education programs, including identifying target populations, conducting needs assessments, designing educational materials, planning educational presentations or workshops, evaluating health education programs; **(b)** presenting public health education programs; and/or **(c)** counseling in areas such as communicable diseases, substance abuse, assault, sexual abuse, and/or family planning; or

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Qualification Requirements (continued)

2. A master's degree from an accredited college in one of the following areas: public health education, education, public/community health administration, public administration or business administration and one year of full-time satisfactory experience as described in "1" above.

For Assignment Level II

In addition to meeting the "Qualification Requirements" above, to be assigned to Assignment Level II, candidates must have two additional years of full-time satisfactory experience, for a total of four years of experience for candidates with a baccalaureate degree, and two years for candidates with a master's degree.

For Assignment Level III

In addition to meeting the "Qualification Requirements" above, to be assigned to Assignment Level III, candidates must have three additional years of full-time satisfactory experience as described above, for a total of five years of experience for candidates with a baccalaureate degree, and three years for candidates with a master's degree; at least one year of which, in either case, must have been in a supervisory or administrative capacity.

NOTE:

This title is classified in the non-competitive class for a 12 month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into "Public Health Educator (51110)" as permanent competitive class employees.