

ASSISTANT PUBLIC HEALTH EDUCATOR II (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Work involves assisting the Supervising Public Health Educator in organization and implementation of educational efforts regarding public health needs. Responsibilities include assisting with surveying public health education needs as well as organizing workshops, forums and discussion groups to meet those needs. Additional responsibilities include assisting in planning and implementing educational programs for the general population and specially targeted populations. Depending upon assignment, may develop and implement educational programs and campaigns on specific health issues, such as child injury and death, AIDS, etc. This position differs from Assistant Public Health Educator in the increased responsibilities and level of independent judgment required to carry out the details of the work. Additionally, this position requires the ability to speak, write and understand Spanish as well as English, as well as the ability to form working relationships within Spanish-speaking cultural communities. Direct supervision is received from the Supervising Public Health Educator or other higher level staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides educational presentations and programs regarding public health issues, in Spanish and/or English as appropriate, to schools, senior citizens, and other community groups and members, as assigned;
- Prepares and distributes health educational materials including displays, press releases, newsletters, pamphlets, posters, exhibits and audio-visual presentations, in Spanish and/or English as appropriate, to support and advertise a variety of events and programs planned throughout the year, or to support specific programs as assigned;
- Develops and implements programs, in Spanish and/or English as appropriate, relative to specific health issues and prevention of specific health problems, as assigned;
- Responds to health-related information requests from the public, in Spanish and/or English as appropriate, as needed;
- Assists with data collection and community surveys relative to public health education needs, particularly in among Spanish-speaking population;
- Assists with analysis of data and compiles reports relative to statistics, factors, information and/or patterns, in particular with regard to Spanish-speaking population;
- Prepares monthly reports for department staff relative to local health education data and information, in particular with regard to Spanish-speaking population;
- Participates in, and represents the County at, meetings of public health coalitions and other community organizations, as assigned;
- Participates in the planning of community events such as health fairs and expos, 4-H Fair, Safety Shows, etc.;
- Participates in departmental and county staff meetings and health education meetings;

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May organize training programs for first responders, investigating officials, etc., relative to specific health issues, in particular with regard to Spanish-speaking population, as assigned;
May assist with AIDS education programs, in Spanish and/or English as appropriate, as assigned;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices and techniques of public health education; working knowledge of community organization work; working knowledge of epidemiology, data collection and behavioral and attitudinal surveys; ability to speak English and Spanish fluently and to understand, read, write, translate, conduct programs, etc., in both English and Spanish; ability to plan, advertise and conduct educational seminars and workshops; ability to survey public health education needs; ability to track programs and make recommendations; ability to communicate clearly and effectively in both English and Spanish both orally and in writing with groups and individuals; ability to establish and maintain effective relations with community agencies; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients and community groups of diverse socio-economic backgrounds and cultures; good listening skills; social perceptiveness; sound judgment; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in Public Health, Health Education, Nursing or closely related field and one (1) year of experience in the fields of public health, health education or nursing; or
- b) Bachelors degree in Public Health, Health Education, Nursing or closely related field and two (2) year of experience in the fields of public health, health education or nursing;
- c) Bachelor's degree in marketing, human services, social work or psychology and three (3) years experience in health education or public health services; or
- d) An equivalent combination of training and experience as described above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Fluency in understanding, speaking, reading, writing and translating Spanish and English.
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.