

ASSISTANT PUBLIC HEALTH EDUCATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting the Public Health Educator in the organization and implementation of educational efforts regarding public health needs. Employees in this class assist with the surveying of public health education needs as well as organizing workshops, forums and discussion groups to meet those needs. Responsibilities include assisting in planning and implementing educational programs for the general population and specially targeted populations. This is a trainee level professional position in this field. Successful completion of a one (1) year traineeship under close supervision, direction and instruction of a specialist in this job field may lead to appointment to the full title. Direct supervision is received from the Public Health Educator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs study and reading assignments, observes demonstrations, learns policies, procedures, techniques and/or practices appropriate to the work of the primary job;
Learns and assists in performing duties of the primary job;
Performs increasingly responsible duties as assigned;
Assists in the planning, tracking and conduct of in-service training seminars for community outreach personnel for the purpose of orientating such personnel and providing them with health practices and/or an understanding of the elimination of risk factors associated with preventable injuries, illness and death;
Assists in the planning, tracking and conduct of workshops among populations at risk aimed at improving their level of health information and motivating them toward positive health habits and the elimination of high-risk injury and illness factors;
Distributes health educational materials including curricula, pamphlets, posters, exhibits and audio-visual presentation material;
Assists in the preparation of data collection and behavioral risk survey forms;
Participates in data collection and survey workshops at the direction of the Public Health Educator;
Prepares reports of all activities and participates in staff and health education meetings;
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.

When assigned AIDS Education duties:

Assists in the development and presentation of AIDS information to promote awareness and risk reduction for the public, county employees, health care workers, emergency service workers,

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dentists, home care workers, teachers, counselors, parents and others;

Helps establish and maintain a communication system with AIDS education program providers in the Health Department and with other community and regional organizations;

Assists in the formulation of educational information for dispersal through newsletters, press releases, radio, television and other public service announcement channels;

Coordinates activities with those of the County AIDS Taskforce and its working subgroups;

Attends HIV counseling and train-the-trainer programs as appropriate;

Attends AIDS related programs within budgetary limits;

Prepares reports relative to program activities, goals, objectives and activity results;

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of the principles, practices and techniques of public health education; knowledge of community organization work; knowledge of epidemiology, data collection and behavioral and attitudinal surveys; ability to plan, advertise and assist with conducting of educational seminars and workshops; ability to survey public health education needs; ability to communicate clearly and effectively 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:

Bachelor's degree in Public Health, Health Education, Nursing or closely related field.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.

NOTE: After successful completion of a one (1) year traineeship, a TRAINEE may be appointed to the full title of ASSISTANT PUBLIC HEALTH EDUCATOR. TRAINEE work and study are performed under close supervision, direction and instruction of a specialist in the job field.