

ASSISTANT PUBLIC HEALTH EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves assisting the Public Health Educator in the 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 duties include assisting in planning and implementing educational programs for the general population and specially targeted populations. This position differs from Public Health Educator in that it is an entry level professional position. Direct supervision is received from the Public Health Educator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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, 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;

ASSISTANT PUBLIC HEALTH EDUCATOR (cont'd)

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: Working 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 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: Either

- a) Masters degree in Public Health, Health Education, Nursing or closely related field; or
- b) Bachelors 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;
- c) Bachelors degree in marketing, human services, social work or psychology and two (2) 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 REQUIREMENT:

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

TRAINEE NOTE: In the event enough qualified candidates with appropriate experience cannot be recruited, a candidate lacking up to one (1) year of the required experience may be appointed as a TRAINEE. Such candidate must possess at least a Bachelors degree.