

ENVIRONMENTAL HEALTH EDUCATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: Work involves providing support to professional environmental health personnel by performing a variety of paraprofessional tasks directly related to the organization and implementation of educational and outreach programs specific to recycling, composting and other solid waste management programs and activities. Responsibilities include assisting with workshops, forums, and discussion groups, conducting surveys to understand public education needs regarding recycling, composting and other solid waste management activities. Duties include public speaking and making presentations. Work is performed under the general supervision of the Director of Environmental Health Services. Supervision over the work of others is not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in planning and implementation of educational programs, presentations, and/or workshops to further the goals and objectives of the County's Solid Waste Management Plan, and promote public awareness and increased involvement with recycling and composting;

Works closely with the Director of Environmental Health Services to assist with statistical evaluation of programs, reports, budget preparation, etc.

Acts as recycling resource person, providing information on recycling, solid waste management and waste reduction for county personnel, local municipalities, community groups and the general public;

Assists with outreach to local municipalities, county agencies, community groups and the public to increase compliance with mandatory recycling ordinances, reducing solid waste, developing public knowledge of recycling and solid waste management plans;

Assists with outreach to schools and community groups to develop and/or present programs aiming to promote public awareness, change behaviors and increase knowledge of recycling and solid waste management and solutions;

Assists in developing and conducting in-service training for County personnel about recycling, solid waste management and waste reduction;

Assists in training and coordinating volunteers for educational programs and presentations, as needed;

Participates in studies and surveys of educational needs in the community, and assists in conducting evaluations to determine effectiveness of programs;

Assists in the preparation of grant applications to appropriate state and federal agencies relative to recycling and solid waste management education and outreach;
Participates in data collection and survey work and workshops;
Assists in preparing and editing reports, work plans, news releases, pamphlets, bulletins, articles, and other written materials;
Maintains and updates informational website about recycling and other environmental concerns;
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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of local laws and regulations relating to recycling, solid waste management, and waste reduction; working knowledge of solid waste management concepts and methods, such as recycling and composting, and environmental protection and conservation; familiarity with principles, practices and techniques of education; familiarity with practices and techniques of community organization work; ability to participate substantially in development and conduct of educational seminars and workshops; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to establish and maintain effective professional relationships; ability to deal effectively, tactfully and objectively with diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; sound judgment; initiative; resourcefulness.

MINIMUM QUALIFICATIONS:

Bachelor's degree with at least fifteen (15) credit hours in natural sciences, of which no more than six (6) credit hours may be in applied sciences.

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 may be required to complete possible field work assignments in a timely and efficient manner.