

HEALTH EDUCATION COORDINATOR II

DEFINITION

Under direction, to plan, organize, coordinate, implement, and conduct a variety of complex public health, education programs and related health services, health promotion, prevention programs, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Health Education Coordinator I, in that the Health Education Coordinator II manages multiple, complex programs with responsibility for more than one program budget, diverse subcontracts with complex interactions and varied scope of work. The Health Education Coordinator II supervises or directs multi disciplinary teams, including case management at more than one site of service, or regional influence. The Health Education Coordinator II is responsible for developing, coordinating, implementing, and conducting public health services, health education programs for health professionals, community groups, and individuals as provided by the County Health Department. The current health education programs include tobacco, AIDS, Perinatal Parent education, school readiness, and promotion of wellness.

REPORTS TO

Public Health Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Office Assistant, Fiscal & Technical Services Assistant, or Health Education Specialist.

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EXAMPLES OF DUTIES

- Develops, designs, implements, and coordinates a variety of Public Health services and education programs.
- Administer more than one with a variety of budget/contract funding, serves as a public health consultant for the Health Department, writes proposals including program goals and budgets expenditures.
- Prepares, monitors and reports budget expenditures.
- Prepares progress reports.
- Writes funding requests.
- Develops training schedules.
- Plans and conducts education programs, assess the success or program interventions sessions.
- Establishes and maintains liaisons between the Health Department and other public and private agencies, community organizations, and professional groups.
- Locates staff to provide services, prepares marketing strategies and distributes health service and education materials, including reports, pamphlets, posters, exhibits, news releases, and radio scripts.
- Participates in health education programs, conferences, provides consultation and guidance to individuals and community groups.
- Attends training conferences relevant to current public health issues.
- Approves health protocols, provides technical assistance in development of health education assessments, interventions, and protocols.
- Implements strategies to raise awareness of health issues.
- Conducts surveys of public health issues to develop new education programs.
- May supervise and evaluate staff and contractors to develop and present segments of program plans.
- Supervision of two or more individuals, including Health Education Specialist or professional service providers.
- Manage multiple programs with responsibility for more than one budget, diverse subcontracts with complex interactions, and varied scope of work.
- Multi-disciplinary teams, care management and more than one site of service.
- More than one contract with State, Federal or other funding source(s).

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is usually performed in both office and rural community environments; attend meetings outside the county, continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Issues, purpose, methods, and procedures in public health.
- Principles, methods, techniques, materials of public health education and services, behavior change.
- Functions, programs and services of both public and private agencies.
- Public health statistical and survey methods.
- Marketing strategy.
- Community resources and demography.
- Budget Techniques.
- Grant writing techniques and administration.
- Program development and coordination, and evaluation.
- Principles of supervision, training, and work evaluation.
- Community organization and development.

Ability to:

- Develop, design, implement, evaluate, and coordinate health education programs for staff and community groups.
- Provide supervision, training, and evaluation for assigned staff.
- Communicate effectively orally in order to give presentations to local community groups.
- Communicate effectively in writing.
- Develop and administer grants.
- Develop, and monitor a budget.
- Analyze data, identify target groups and establish program priorities for education plans.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.

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Training and Experience:

Any combination of training and experience, which would likely provide required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from an accredited college or university with a BS/BA in Health Education, Community Development, Public Relations or related field, plus four (4) years experience in Public Health Education, Community Development or related field.

(Master's degree in Public Health, Community Health Education, Communication, Media, Public Relations or related field is strongly preferred and may be substitute for two years of experience.)

(Certification as a Health Education Specialist (CHES) preferred and may substitute for two years of experience.)

Special Requirements: Possession of a valid drivers license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.