



POSITION VACANCY ANNOUNCEMENT

Human Resources
2555 Midpoint Drive, Suite A
Ft. Collins, Co 80525-4425
Phone: (970) 498-5970
For Hearing Impaired Callers:
TDD (970) 498-7969
Jobline (970) 498-5979
Fax: (970) 498-5980
www.larimer.org/jobs

**POSITION TITLE: HEALTH EDUCATOR - LIMITED TERM POSITION
WITH BENEFITS**
POSITION NUMBER: CHS.1366
DEPARTMENT: HEALTH & ENVIRONMENT
STARTING SALARY: \$3,222.16 - \$3,624.93 PER MONTH (DOQ)
APPLICATION DEADLINE: 04/07/2008

ALL NEW EMPLOYEES AND REHIRS WILL BE REQUIRED TO PROVIDE DOCUMENTARY PROOF OF THEIR ELIGIBILITY FOR EMPLOYMENT

Under the supervision of a Health Education Supervisor, the Tobacco Education and Prevention Health Educator will work with a team of other Health Educators to implement comprehensive tobacco prevention and control strategies.

ESSENTIAL JOB FUNCTIONS:

- Identify target populations and assess health education needs and appropriate educational strategies through surveys, statistics, and personal contacts.
- Promote public awareness of health issues through preparation and distribution of press releases, public service announcements, and literature to a variety of media sources.
- Develop educational/informational materials including fact sheets, newsletters, and advertisements.
- Develop and implement promotional strategies for public health programs and health education workshops; act as a representative to community activities.
- Identify and collaborate with other community health agencies and organizations on promotional campaigns and partnerships necessary to reach the goals of the project.
- Promote Colorado Quitline.
- Provide appropriate training, education, and resources designed to reduce children's exposure to secondhand smoke.
- Participate in various committees and boards related to program activities and responsibilities; represent the Health Department and provide accurate information regarding health care services.
- Collect and analyze data and statistics relevant to health education issues; prepare summary reports and recommendations.
- Evaluate effectiveness of health promotion, campaign strategies, and educational programs; develop and administer evaluation tools.
- Assist in the preparation of grant proposals and grant budget development; research and prepare background information and statistics.
- Maintain program statistics and prepare reports in accordance with grant and/or program reporting requirements.
- Assist in the development and implementation of program goals, objectives, and activities.

OTHER JOB FUNCTIONS:

- May participate in selecting, coordinating, and training volunteers and/or student interns.
- Perform other duties as appropriate or necessary for performance of the job.

QUALIFICATIONS:

Knowledge of:

- Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- Principles, practices, objectives, and methods as related to program development, promotion, marketing, education, and media communications in a health education program.

Health Educator - (Cont'd).

- Scope and application of laws and regulations pertaining to public health programs.
- Collateral community and inter-agency resources.
- Recordkeeping and reporting procedures.
- Basic principles and practices of epidemiology.
- Basic principles and practices of grant/budget development and management.

Ability to:

- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Communicate clearly and concisely, both orally and in writing.
- Collect data and research and analyze statistics.
- Design, implement, and evaluate health education promotion programs.
- Perform effective public speaking to groups of varied interests and backgrounds; develop and deliver informative and persuasive presentations.

EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

- One year of experience in health education, non-profit services, health services, or a directly related field or in the performance of similar duties and responsibilities. Tobacco prevention and control experience preferred.

Training:

- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Health Education, Public Health, Health Science, or a related field.

LICENSES/CERTIFICATIONS:

- Possession of, or ability to obtain, a valid Colorado Driver's License.

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