

## **PUBLIC HEALTH EDUCATION COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for the conduct of one or more public health education programs for the Dutchess County Health Department. The work involves developing and/or assisting in the development of a specific public health education area such as youth violence prevention, nutrition, home and clinical based immunization programs, or other public health education areas. Incumbents in this class work under the supervision of the Senior Public Health Education Coordinator or other supervisory staff to identify specific needs of the community and to assist in the development of programs to meet these needs. The work involves community meeting forums, training in a specific identified need area or areas, coalition building and collaboration, related program-related correspondence, communication, development of educational materials, and committee representation. Supervision may be exercised over subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Develops and/or assists in the development, conduct, and evaluation of public health education programs for schools, businesses, health departments, camps, community organizations, and the general public such as youth violence prevention, teen pregnancy, HIV/AIDS, tobacco, Lyme disease, or other identified public health education areas;
2. Assists in the preparation and administration of grants for public health education programs;
3. Develops and disseminates information relative to all aspects of public health through presentations, mailings, community functions, public service agencies, and networking with multi disciplinary agencies;
4. Gathers and analyzes statistical data for public health community needs assessment areas;
5. Prepares, selects, and evaluates publications for dissemination in conjunction with or for promotion of public health education programs;
6. Prepares narrative reports for program reimbursement;
7. May supervise personnel involved in the delivery of public health education programs;
8. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the basic principles, practices, techniques and administration of public health education programs and functions;

Good knowledge of public relations principles, practices, and techniques;

Good knowledge of grant writing, editing and administration relating to public health education programs;

Good knowledge of literature and trends in public health education;

Good knowledge of learning theory applicable to health education practices;

Ability to plan, develop, direct, and administer the work of a public health education unit or area of community need;

Ability to prepare technical reports and correspondence;

Ability to establish and maintain effective working relationships with others;

Ability to address groups on public health issues;

Ability to use various software packages for word processing in the administration of grant funding;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**PUBLIC HEALTH EDUCATION COORDINATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a public health related field and one year of paid work experience in a human service field which included public relations, community education and/or health investigations.

NOTE: Strictly clerical work experience will not qualify for the one year of work experience required above.

**SPECIAL REQUIREMENT:**

Possession of a New York State Driver License at time of appointment.

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03/31/98

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