

Health Educator

Three Rivers Public Health Department (3RPHD) is seeking a full-time **Health Educator** to join our dynamic team.

In this position, the **Health Educator** will be responsible for leading community health planning initiatives which focus on public health education, promotion, and behavior-change in a variety of settings in the Three Rivers Health Department jurisdiction. This position has responsibility for developing, implementing, managing, evaluating, and reporting of community health assessment and planning processes.

3RPHD Offers a competitive salary and benefits package along with a work environment that is terrific. Please read below to learn more about this exciting opportunity.

Job/Position Summary:

The Health Educator promotes individual and population health by leading community health planning initiatives which focus on public health education, promotion, and behavior-change in a variety of settings in the Three Rivers Health Department. This position has responsibility for developing, implementing, managing, evaluating, and reporting of community health assessment and planning processes.

Essential Functions:

Under general supervision of the Executive Director, the Health Educator performs the following essential duties within the framework of the Department's provision of the core functions and essential services of public health:

- Build relationships and implement strategies with community-based organizations engaged in health education and promotion activities and with policy makers to impact the health of residents within the Three Rivers Public Health Jurisdiction.
- Develop and implement strategies, initiatives, and activities for individuals, families, and population groups that promote health and prevent disease, injuries, and disabilities in settings including, but not limited to homes, community organizations, businesses, schools, and the community in general.
- Prepare and disseminate health education materials and information that are accurate, culturally appropriate and educationally sound, including, but not limited to, brochures, press releases, and postings on social media.
- Gather, organize, interpret and maintain data for program monitoring, reporting, evaluation, and improvement.
- Plan and conduct workshops, presentations, and training programs for individuals and groups.

- Evaluate outcomes, effectiveness of plans, and makes changes as necessary.
- Write and submit reports in an accurate and timely manner.
- Provide care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups.
- Document client assessment and intervention data in records. Uses established medical record forms, databases and documentation practices.
- Obtain and complete appropriate client consent forms; ensure client confidentiality, and maintain orderly records. Follows State and Federal laws that govern the release of health care information.
- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Search for funding opportunities and assist in the development of grant proposals, work plans, goals and objectives related to existing and future programs/projects.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Represent the Department by serving on various committees, coalitions, and community alliances related to program areas or as assigned by Health Director or designee.
- Attend trainings, courses, seminars, and conferences, as approved by Health Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Oversee 3RPHD's needs assessments, strategic plan, accreditation progress, evaluation, and quality improvement processes.
- Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Assist in training and orientation of new employees.
- Participate in public health emergency response training, as assigned, and respond as directed in a public health emergency.
- Perform other duties as assigned.

Employment Qualifications:

Master's degree in public health or related field. Consideration will be given to candidates with a bachelor's degree in public health or a related field with experience in public health planning, data analysis, or performance management.

- Exceptional writing and interpersonal communication skills are essential.
- Experience with community planning, program development, implementation, evaluation, and directly related work experience preferred.
- Applicants fluent in both English and Spanish preferred.
- Proficient in Microsoft Office computer applications. Experience/training utilizing database, statistical, and graphics software desired.

Other Requirements:

- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 certifications within six (6) months of employment.
- Valid Nebraska driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Must possess own mode of transportation.
- Successful completion of a criminal records check and drug screen test.
- Non-tobacco user.

Knowledge, Skills and Abilities:

- Knowledge of the core functions and essential services of public health.
- Knowledge of education program planning, implementation, and evaluation.
- Knowledge of disease prevention, health promotion, lifestyle risk reduction education, and public health research methods.
- Knowledge of implementing population-based work which uses policies, systems, and environmental changes to make health improvements.
- Knowledge of methods, practices, and techniques used in ascertaining public health problems and health education needs.
- Knowledge of social marketing principles, public information, mass media, and methods of instructions.
- Knowledge of the geography of the Three Rivers Public Health Department jurisdiction.
- Demonstrate interpersonal and facilitation skills.
- Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
- Ability to effectively present information, data, and statistics both verbally and in written communications.
- Ability to understand and follow verbal and written instructions.

- Ability to communicate, deal effectively and courteously with individuals of all ages and from a wide range of social and economic backgrounds, including those who may be irate.
- Ability to use a wide range of audio-visual equipment.
- Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
- Ability to work independently with a minimum level of supervision after completing training and probationary period.
- Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

Deadline to Apply: May 29, 2021

Three Rivers Public Health Department
C/O Terra Uhing, Executive Director
2400N Lincoln Avenue
Fremont, NE 68025
402-704-2254
terra@3rphd.org

Three Rivers Public Health Department is an equal opportunity employer (EOE).