Panhandle Public Health District

7/2021

Position Title:	Community Health Educator				
Working Title:	Same				
Agency Unit:	Health Promotions		**Reports to:**	Deputy Director of Health Promotions and Preparedness	
Employment Status:	Fulltime	**Pay Grade:**	$45,000-$60,000 Master Dependent on experience $33,280-$52,000 Bachelor Dependent on experience	**FLSA Status:**	Nonexempt

Position Summary: The Community Health Educator promotes individual and population health by coordinating evidence-based strategies at community, organizational and individual levels to promote health and is responsible for planning, implementing, evaluating, and reporting for ongoing and new projects.

Essential Duties: Under the general supervision and/or as part of various workgroups and teams, the Community Health Educator performs the following essential functions within the framework of Panhandle Public Health District's provision of the core functions and essential services of public health:

- Coordinate the Panhandle Prevention Coalition (PPC).
- Manage projects and provide technical assistance, training, and education to staff, service providers, and partners in the community.
- Complete self-motivated tasks and collaborate with teams while prioritizing workload and meeting deadlines.
- Collaborate with partners to enhance workplans and achieve goals.
- Comply with all reporting requirements.
- Actively participate in Performance Management and Quality Improvement activities.
- Participates in PPHD and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job functions.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties assigned.
- Follow and adhere to all HIPAA and PPHD confidentiality and privacy policies and practices.

Behavior Expectations: Treats other with courtesy and respect in all interactions and abides by PPHD's Guiding Principles.

Minimum Qualifications: Bachelor's degree in public health, health sciences, emergency preparedness, social work, human services, psychology, criminal justice, nursing, or related field. Considerations will be given to candidates with experience in these or a related field.

Exceptional writing and interpersonal communication skills, computer skills, and demonstrated cultural competence are essential.

Valid Nebraska driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge, Skills and Abilities:

This position will require the following knowledge, skills, and abilities:

- Program planning, implementation, and evaluation.
- Project management.
- Apply the principles, practices and theories of public health assessment and planning to health promotion, policy development, and health improvement.
- Communicate effectively and work collaboratively with individuals and groups from a wide variety of backgrounds, interests and experiences.
- Ability to facilitate processes with diverse groups.
- Excellent written and oral communication skills.
- Advanced computer skills: ability to use databases and spreadsheets, data queries and reports, presentation and publisher software.

Work Environment:

General office setting in the PPHD office sites, as well as community sites. Equipment used to perform functions is computer, fax, copier, personal or PPHD vehicle, and public health equipment and supplies. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.