



POSITION DESCRIPTION

1905

Position Title:	Health Educator	Department:	Community Services
Pay Level:	12	FLSA:	Exempt
Date:	July 2020	Reports To:	CHS Administrator / Public Health Director

PURPOSE OF POSITION:

The Health Educator works under management guidance to mobilize the community to plan and implement the Statewide Health Improvement Partnership (SHIP) deliverables and to promote an understanding of policy, systems, and environmental change that will improve the public's health and quality of life.

SCOPE OF JOB:

The Health Educator works to promote healthy lifestyles, close the gap of health inequity, and prevent disease with a variety of target groups. This includes community assessing, organizing, planning, and educating the community to make recommended changes, and evaluation of specific community-driven change that affects health behaviors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all- inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration and current service delivery standards providing public health and human services.

Provides public education and outreach on behalf of the Nobles County Community Services department.

- Responsible for the coordination of all SHIP strategy work, Community Leadership Team (CLT), and SHIP contract/mini-grant activities under the direction of the Public Health Supervisor;
- Coordinates community organization efforts and collaborates with other SHIP staff and community partners in advancing the SHIP strategy work;
- Responsible for Statewide Health Improvement Partnership (SHIP) grant requirements and reporting including evaluation of current objectives and grant applications.
- Assesses the need for change in various environments and communities by utilizing evidenced- based resources or tools;
- Develops and manages work plans and timelines for health promotion programs and; determines evidenced-based strategies that will reduce health risks; consults with state and local agencies and professional groups; assesses needs and risk behaviors of target populations and communities;
- Communicates effectively with other involved professionals, supervisor, and the community regarding best health practices and trending health risks; coordinates public relations elements of projects; attends various committee meetings; meets with doctors, nurses, school officials, management, city government, employers etc.; attends staff meetings; delivers media interviews; serves on various committees; provides leadership to groups in addressing prevention issues;
- Prepares for various health promotion activities; develops forms and print material for health promotion activities, especially for targeted groups such as youth, seniors, minority populations etc.;
- Provides public health education in the community to promote optimum health practices; teaches and collaborates with community partners in offering and developing healthy lifestyle programs for individuals and groups to increase knowledge and self-awareness about health

and safety; facilitates making healthy and positive lifestyle choices; develops educational materials, displays, brochures, newsletters and items related to education of the public; prepares and delivers presentations;

- Implements grant objectives and proposals for action that will lead to targeted changes by identifying and addressing the concerns of the public as they relate to program initiatives;
- Writes grants and completes applications to assist with addressing identified health problems
- Provides evaluation of programs and activities to assess effectiveness of various approaches and content;
- Makes recommendations on future strategies based on research related to positive health outcomes;
- Reviews and receives various reports, documents, and forms, including but not limited to evaluation forms, health risk appraisal printouts, body composite printout, cholesterol screening report, blood pressure screening report, high school survey, cancer research document, grant reports, committee financial reports, quarterly reports, news releases, statistical analysis, financial statements, and time sheets;
- Provides information to CHS Administrator in a timely manner concerning budgeting processes and reports.

Serves as a communication representative for the Nobles County Community Services department.

- Provides Public Health Education in the Community to promote optimum health practices; teaches and collaborates with others in offering and developing health education programs for individuals and groups to increase knowledge and self-awareness about health and safety; facilitates making healthy and positive lifestyle choices;
- Recruits and builds community partners to engage in identified disease prevention strategies;
- Attends local community activities to promote, educate, and engage the community on a particular health issue;
- Provides technical assistance and coordinates activities with community groups, schools, community agencies, and regional and state-wide partners; finds needed resources; reads research documents; consults and coordinates with others to improve effectiveness of organizing activity and implementation;
- Prepares and delivers presentations to further change practices which will improve health for all;
- Participates in agency staff meetings. and assists in the education and training of nursing students;
- Establishes and maintains effective and supportive public relations sufficient to interpret and convey information, policies, and legal requirements to inquiring individuals and organizations; integrates knowledge of public policy and resource management into program development;
Performs work based on expected standards.
- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

The job requires a Bachelor's Degree in Nursing or Community Health Education or a related field, and one year of related work experience, or equivalent. The job requires a driver's license in order to complete field work and to attend local and regional meetings and appointments.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Requires ability to apply principals of public health to communities, families and individuals including working with culturally diverse clients and non-English speaking clients with interpreters and development of cultural competence; demonstrates skills in leadership and caseload management; utilizes professional ethics and maintains professional boundaries while providing compassionate health care; demonstrates ability to use available resources creatively, willing to be flexible and adjust to on-going changes in health care and cultures;

- Demonstrates ability to integrate knowledge of public policy and resource management into program development;
- Knowledge and experience using Microsoft Office Suite and other county software;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; and interpret graphs as may be appropriate;
- Ability to resolve problems, make decisions and take independent and collaborative action; considerable judgment and creativity is required;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- Ability to multitask between diverse duties;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce documentation with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to communicate effectively both orally and in writing in difficult situations with public, providers, customers, elected/public officials, and advisory groups;
- Demonstrates tact, courtesy, negotiation and a positive approach in communication with other departments, associations, public officials, and agencies; ability to establish and maintain effective and supportive public relations sufficient to interpret and convey information, policies, and legal requirements to inquiring individuals and organizations;
- Ability to communicate with people to convey or exchange professional information, identify issues, negotiate and settle differences; ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Community Services department in a positive fashion;
- Strong analytic/assessment skills;
- Policy development/program planning skills;
- Financial planning and management skills;
- Leadership and systems thinking skills.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, copier, calculator, automobile, shredder, computer, telephone, AV equipment, body composition computer, and drafting/art instruments. Must be able to move or carry job-related objects or materials.

Must be physically capable of stooping, kneeling, crouching, crawling, climbing, balancing, and reaching to obtain various books, printouts, file boxes, computer paper, etc. Physical demand requirements are at levels of those for very moderate effort.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
HEALTH EDUCATOR - COMMUNITY SERVICES AGENCY**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 12 Pay Range)

Beginning pay	\$53,937.25/Annual
After 12 more months	\$55,684.39/Annual
After 12 more months	\$57,453.93/Annual
After 12 more months	\$59,201.06/Annual
After 12 more months	\$60,948.20/Annual
After 12 more months	\$62,695.34/Annual
After 12 more months	\$64,464.87/Annual
After 12 more months	\$66,212.01/Annual
After 12 more months	\$67,959.15/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 12 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1 st year of employment	4.924 hrs	128 Hours
2 - 5 years	6.154 hrs	160 Hours
6 - 10 years	7.385 hrs	192 Hours
11 - 15 years	8.616 hrs	224 Hours
16 - 20 years	9.847 hrs	256 Hours
21 or more years	11.077 hrs	288 Hours

HOLIDAYS

There are 10 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee's Retirement Association:

6.5% of the employee's gross income; 7.5% County Contribution

Social Security:

7.65% of the employee's gross income; 7.65% County match

UNION

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

2020 INSURANCE

< **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP.

Employees can choose from three networks and three benefit plans.

< **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.

< **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2020 employee coverage cost:

(Rates include single dental and life insurance)

HEALTH INSURANCE	Individual	Single + Spouse <i>(Rates include individual)</i>	Single + Children <i>(Rates include individual)</i>	Family <i>(Rates include individual)</i>
Advantage Plan – VEBA	\$92.43	\$767.51	\$680.43	\$957.07
Value Plan – VEBA	\$41.20	\$644.55	\$572.86	\$820.10
HSA Compatible Plan – VEBA or HSA	\$0.00	\$401.96	\$360.63	\$549.88

- Notes:**
1. The above table reflects the employee cost based on 24 pay periods after the \$1,000/month county contribution has been applied.
 2. The \$1,000/month county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
 3. Part-time benefits are pro-rated
 4. Full-Time Employees are required to take Health, Dental & Life Insurance
 5. Family Dental is available for \$21.14/24 pay periods.
 6. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.