

## HEALTH EDUCATOR, 2327

Summary of Duties : Conducts research and training programs to inform City employees of proper health care and hygiene procedures and does related work.

Distinguishing Features : A Health Educator's responsibility is mainly concerned with the preparation, distribution and presentation of health education materials, in-service health education programs and health counseling for City employees. A Health Educator utilizes both technical knowledge in the public health and hygiene field and administrative ability in planning and coordinating educational and training programs to reduce employee absenteeism and to increase employee awareness on major health related issues.

Examples of Duties : Plans, organizes and conducts a variety of health training programs for City employees; maintains liaison with public health authorities at the Federal, State and County levels, with appropriate private medical authorities, and with Industrial Hygienists and safety engineering personnel to obtain information pertaining to health hazards, problems, techniques and procedures; assists groups of employees in recognizing health related factors and evaluating conditions contributing to poor health; advises and provides direction to management in the recognition of potential health problems, such as epidemic and communicable diseases, occupational hazards, and drug abuse and alcoholism; consults with City departments in planning and conducting in-service health education and counseling programs for City employees; conducts health surveys and evaluates health education programs with City departments; speaks, or arranges for appropriate resource persons to speak, before groups of employees regarding health practices; composes, edits and disseminates health education material for use by City employees; prepares budget requests for the section; may supervise and/or train other occupational health professionals in carrying out health education programs; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of health problems, control measures and the organization and administration of health programs; a good knowledge of the nature, extent, distribution and prevention of disease; a good knowledge of the procedures involved in planning and conducting research projects; a good knowledge of the basic biological and psychosocial processes that affect personal health; a working knowledge of methods for the diagnosis and treatment of disease; the ability to apply educational principles, methods and techniques in the identification and solution of health problems; the ability to evaluate and analyze health education activities of professional, voluntary and governmental authorities, as applicable to the City; the ability to prepare written reports and to make sound recommendations;

the ability to coordinate and supervise the activities of those engaged in conducting health education programs; ability to operate educational teaching equipment and the ability to deal tactfully and effectively with employees, supervisors and management.

A Master's degree in Public Health from a recognized college or university accredited by the American Public Health Association with specialization in health education is required.

License : A valid California driver's license is required prior to appointment.

Physical Requirements : Strength to perform lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.