

Whitman County Human Resources

Whitman County Courthouse
400 N. Main Street, Colfax, WA 99111



JOB ANNOUNCEMENT

POSITION: Community Health Educator

DEPARTMENT: Health Department

STARTING SALARY: \$2,894.00 DOQ - plus benefits

UNION STATUS: Courthouse Bargaining Unit – Initiation fees and monthly dues payment is required.

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

CLOSING DATE: Open Until Filled

LOCATION: Colfax/Pullman

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise of that need

WHITMAN COUNTY POSITION DESCRIPTION

Effective Date:	August 2017
Position Title:	Community Health Educator
Job Family Classification #	13
Department Title:	Health Department
Department Code:	280
FLSA Status:	Non-Exempt
Union Status:	Represented
Reports to:	Director or supervisors

BASIC PURPOSE:

This is a position that carries out a variety of health service duties including: educational and training activities and programs; develops public awareness and health promotion activities; direct client contact.

NATURE OF WORK:

- Participate in and conducts community health education activities and programs.
- Refer clients to community resources or other health department programs.
- Work with Community Health Nurses and Dietician.
- Participate in care conferences, staff meetings, in services, and workshops as needed and related to the job.
- Prepare reports, oral and written.
- Provide technical support to professional staff.
- This position will work in both the Pullman and Colfax office.

ESSENTIAL FUNCTIONS:

Provides Program Service Coordination
Schedules program-related meetings, presentations, and outreach activities.
Uses public health theories and processes to practice.
Able to assess community health care needs.
Formulates plan/intervention based on data collection and assessment.
Organizes and participates in preventative health care and health promotions.
Serve as a WIC (Women, Infant and Children) Certifier
Provides general health education.
Coordinates services community resources.
Assists in managing public health related grants to include application and reporting as needed.
Performs various office functions and fills in for other staff as needed.

NON-TECHNICAL ESSENTIAL FUNCTIONS:

Candidate must comply with organizational and departmental policies and regulations.
Candidate must possess a valid driver's license and have a reliable vehicle.
Candidate must possess demonstrated ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, and economic circumstances.
Good computer skills especially in Microsoft Word.
Experience working with MS Access
Experience working with MS Excel

SUPERVISION EXERCISED AND RECEIVED:

Supervision is not a normal responsibility of position in this class. Work is performed independently under the general direction of the Public Health Director.

SELECTION CRITERIA:

Knowledge, Skills, and Abilities:

Knowledge of: organization, function, and services of health agencies; social, health, economic problems of community served; report writing; public speaking; organizational skills; health education strategies; skilled in health assessment.

Ability to: work with clients and communities of diverse socio-economic and cultural backgrounds; communicate well orally and written; maintain confidentiality at all times; organize and present information and ideas clearly and effectively; facilitate focus groups; work harmoniously with clients, the community at large, health/medical care providers, and the staff.

EXAMPLES OF DUTIES:

Develop education, plan, and present classes

Develop, coordinate, and implement group-specific outreach strategies.

Maintains contact with affected Human Service internal divisions, external agencies, community groups, support groups, and other related professionals.

Provide health education.

MINIMUM QUALIFICATIONS:

Bachelor Degree in a health related field and/or health education and services experience –or– Associate of Arts Degree and health education and services experience preferred. Will consider High School graduate with experience and willingness to learn.