

## COMMUNITY HEALTH EDUCATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position assists in planning and implementing community health education programs as part of a comprehensive educational team responsible for delivering practical and meaningful educational services to residents of the community; serves as consultant on technical education matters; conducts inservice training programs and provides consultation to community groups. Supervision may be exercised over a staff of field and office personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the implementation of the community health education component of public health programs;

Assists in the development of community health education programs;

Conducts inservice training for Community Workers, Outreach Workers and other staff;

Provides consultation and educational services to community groups;

Conducts risk factor health awareness sessions on request to groups;

Consults with staff on the technical phase of educational programs;

Instructs staff in the use of educational materials;

Develops outlines and study material for adult in-service training programs;

Assists in evaluating the educational aspects of programs already in operation;

Conducts workshops, seminars and other in-service training programs for professional and para-professional staff;

Consults with community organizations in planning health education programs;

Keeps abreast of current research and services in the field of professional health education;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of basic principles, practices and techniques of public health education; knowledge of public health programs and trends at national, state, and community levels; ability to express ideas and communicate clearly, both orally and in writing; ability to establish and maintain cooperative relationships with community agencies and the public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment, tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in Health Education, Health Science, Public Health, Health Promotion, Community Health or Health Communication or (b) a Bachelor's Degree\* in Education, Nursing, Epidemiology, Wellness and Fitness or Nutrition and one year of experience where the primary function of the position was community health education or (c) a Bachelor's Degree\* in Marketing, Human Services, Social Work or Psychology and two years of experience as stated in (b).

SUBSTITUTION: Successful completion of a Master's Degree\* in Public Health or Public Health Education may substitute for the required experience list above.

SPECIAL REQUIREMENTS:

1. Satisfactory completion of 15 hours of continuing education in health education related topics approved by the NYS Health Department must be completed within one year of appointment. Candidates who do not complete this requirement will not be eligible for continued employment in this title.
2. Possess and maintain a valid driver's license to operate a vehicle in the State of New York at time of appointment and while in the title.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.