

## **HEALTH EDUCATION PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the planning, developing, administering and evaluating activities, education programs and interventions involving disease prevention, health and wellness in a variety of community settings. Assesses, coordinates and evaluates community public health needs and programs. Research grants/alternative funding sources and grant writing. Work is performed under the general supervision of higher level administrative staff with leeway for independent judgement. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** Coordinates, plans, administers and evaluates community-based health education programs; Develops, conducts, coordinates and reviews health needs assessments and other data; Conducts community wellness and disease promotion and prevention activities; Organizes, prepares and disseminates educational and informational materials; Provides State Aid Article Six and other program work and support assigned; Conducts training and presentations to schools, professionals, agencies and the community; Collaborates and participates in coalitions, interacts with a variety of organizations and community agencies; Investigates reports of communicable disease; Develops, manages and maintains information on the department website and other social media platforms; Responsible for mandatory reports, work plans and grant writing for programs and grants; Functions as the coordinator of the Fellows in the NYSPHC Fellowship Program; Responsible for organizing, maintaining and coordinating local Fellows in the NYSPHC Fellowship Program within Delaware County in conjunction with NYSDOH Regional Fellowship Placement Coordinator; Coordinates, develops and maintains public information through education, publications, radio, web based and social media platforms; Employees in this class function within established policies, procedures, local, state and federal laws and guidelines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of education and health marketing principles and techniques; Good knowledge of public information and public relations techniques; Good knowledge of community agencies and resources; Ability to utilize health literacy techniques and a variety of media platforms; Ability to evaluate program efficiency and effectiveness; Ability to establish and maintain effective working relationships; Ability to understand and empathize with the needs and concerns of others; Ability to identify alternate sources of funding; Excellent communication and interpersonal skills, including oral and written; Initiative, tact and courtesy. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a college or university with a Bachelor's degree in public health, health education, community health, health science, health communications, or health promotion/marketing or closely related field and (2) two years of experience or its part-time equivalent in health education, health promotion or community health.

NOTE: Completion of a Master's degree in health education, education, public health, health promotion, public health administration, or a closely related health field may be substituted for one (1) year of work experience.

**SPECIAL REQUIREMENTS:** Valid New York State driver's license is required at time of appointment and must be maintained throughout employment.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 5/7/07

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