

POSITION AVAILABLE

Full-Time Public Health Educator: Creating Healthy Communities Coordinator
37.5 hours per week

Service Area: Prevention and Health Promotion Services (PHPS)

Reports to: Director of Prevention and Health Promotion Services

Salary: Starting Pay Range \$21.34

Under direction of the Director of (PHPS), the Health Educator 2 plans, develops and implements population health promotion objectives/activities and general health education activities in specific health areas determined annually by the agency and program grant(s). Acts as a public health education resource to community agencies and general public. Assists as needed with the agency's media/social media presence. Works with the Director of PHPS to ensure compliance with applicable program standards, grant requirements, state regulations, and Board of Health adopted policies. This position is supported by grant funds.

Essential Duties:

- Implements program objectives as outlined in program work plans; participates in community health coalitions, providing leadership as needed; and coordinates services with other community organizations to ensure effective use of community resources.
- Conducts program needs assessment and prepares annual grant proposal and workplan, naming goals and objectives for specific population health program activities in order to meet identified community needs.
- Maintains records of program activities, compiles data and interacts regularly with grant or program consultant(s) in order to evaluate program outcomes and prepare and submit required reports on time.
- Monitors program budget and expenditures and obtains/maintains program equipment and supplies to ensure efficient service delivery and use of grant resources.
- Serves as an advocate for prevention and health promotion through appropriate mediums, such as news media and social media outlets and acts as a resource in the community in order to support basic public health promotion services.

Qualifications:

Bachelor's degree in health education or related field and 3 years of previous experience in health education preferred. CHES preferred (Certified Health Education Specialist). Valid Ohio driver's license with an acceptable driving record and proof of auto liability insurance coverage required. Must have a vehicle to use on the job that is in roadworthy condition.

WORKING CONDITIONS: Occasional overtime required. Travel within and outside the District required. Occasional work at night or on weekends.

BENEFITS: Paid holidays, vacation, public retirement system

Submit resume and cover letter by January 7, 2022 to: Human Resources, Allen County Public Health, PO Box 1503, Lima Ohio 45802-1503 or email to jobs@allenhealthdept.org

Posted: December 13, 2021

