



## Public Health Educator II

### The Job

Carteret County Government is seeking a **Public Health Educator II** to join the Health Department. Are you a public health professional who has experience in developing community programs? If you enjoy serving your community and presenting public health education programs, the **Public Health Education II** role may be your next career move!

### The Location

Office location is Morehead City, NC.

### The Details

Hiring range \$45,683.51 - \$50,251.86

Posting expires 2/23/2023

Full-time with benefits including paid medical, dental and life insurance; retirement and 401(k) plans; and, paid sick, vacation and holiday leave.

Apply online at <https://carteret-apply.pdsvista.com>

### The Job Description

#### General Statement of Duties

Performs intermediate skilled human support work developing informational materials and presenting public health education programs to the community, participating on boards and coalitions to coordinate department participation in strategic planning and implementation of community programming, evaluating the effectiveness of health promotion initiatives and programming, preparing and maintaining files and records, and preparing reports.

#### Distinguishing Features of the Class

An employee in this class is responsible for developing and providing public health informational materials to the community. Work involves coordinating and preparing the community health assessment, preparing and providing informational materials on health topics to the community, and making presentations on community health topics and department programs. Work is performed under the limited supervision of the assigned supervisor, and is evaluated by reports, discussions, program effectiveness, and by observation in terms of the overall accuracy and quality of the work.

#### Duties and Responsibilities

##### Essential Duties and Tasks

- Coordinates and prepares the Community Health Assessment and interim State of the County Health report to ensure accreditation and planning requirements are met.
- Conducts research; analyzes current health statistics and local, State, and national data; identifies trends, current health issues, strengths, and weaknesses; interprets data to formulate goals and objectives for the Health Division, community action plans, and strategic planning.
- Presents the agency's health promotion education programs designed to meet the needs of Carteret County citizens in identifying and improving lifestyle risks related to health such as Diabetes Prevention Programs.
- Prepares and provides informational materials and presentations to local agencies, organizations, and individuals/groups related to programs and/or community health topics.
- Prepares reports and other types of correspondence; prepares and maintains files and records.
- Participates on boards and community coalitions at the local, regional, State, and national levels to coordinate participation and support in strategic planning, implementation of community programming, training, and to provide technical assistance on developing policy, system, or environmental changes to promote a healthier lifestyle.
- Coordinates assessment, evaluation, and reporting for State and grant funds.
- Advises and assists in planning and carrying out promotional and educational components of division programming and services.
- Researches grant opportunities and collaborate with community partners and health department staff to advocate and apply for grants to support programs or projects in the community.
- Develops and assembles displays and exhibits for use by staff at local and regional events, health fairs, workshops, and conferences.

- Evaluates effectiveness of health promotion initiatives and grant programming, as well as accuracy, readability, and appropriateness of clinic program brochures and other educational marketing and promotional materials as needed to enhance health education outreach, public information, and health literacy.
- Assists in developing press releases, flyers, brochures and manages the social media sites and website for the Health Department
- Performs Child Passenger Safety Checks- (Health Department is a permanent checking station)
- Assists the Accreditation Coordinator with "Standards for Accreditation" requirements for the agency ensuring that the required evidence needed is collected, submitted and benchmarks are met.

#### Additional Job Duties

- Performs related duties as required.

#### Recruitment and Selection Guidelines

##### Knowledge, Skills and Abilities

- General knowledge of County and department policies and procedures.
- General knowledge of the functions of community health agencies.
- General knowledge of methods and techniques used in preparing and disseminating educational information and programs.
- General knowledge of the texts, publications, and manuals applicable to area of assignment.
- Thorough knowledge in preparing reports and other types of correspondence.
- Thorough knowledge in the use of standard office equipment and associated software (e.g. NC DETECT).
- Ability to communicate effectively both orally and in writing.
- Ability to make arithmetic computations.
- Ability to compute rates, ratios, and percentages.
- Ability to understand local and national statistics.
- Ability to compute statistics.
- Ability to build coalitions.
- Ability to effectively negotiate.
- Ability to establish and maintain effective working relationships with agency personnel, elected officials, State agencies, regional and State partners, and the general public.

#### Physical Requirements

- Work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force to move objects.
- Work frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching, or crawling, reaching with hands and arms, lifting and repetitive motions, regularly requires speaking or hearing and using hands to finger, handle, or feel, and occasionally requires pushing or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

#### Desirable Education and Experience

Graduation from a four-year college or university with a degree in health education and promotion or related field and moderate experience in public health education, or an equivalent combination of education and experience. Bilingual candidates encouraged to apply but not required.

#### Special Requirements

Valid North Carolina driver's license.

Lifestyle Coach training within 6 months of hire

Child Passenger Safety National Certification within 6 months of hire