**COUNTY OF ERIE**

**POSITION ANNOUNCEMENT**

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** OCTOBER 27, 2017

**CLOSING DATE:** NOVEMBER 13, 2017

**TITLE:** PUBLIC HEALTH EDUCATOR II

**GRADE:** 208

**DEPARTMENT:** PUBLIC HEALTH

**BARGAINING UNIT:** AFSCME PROFESSIONAL

**ENTRY RATE:** $16.21/HOUR $31,610/ANNUAL

**HOURS PER WEEK:** 37.5 Evening and weekend work may be required. Alternate work schedule will be applied. Must have use of personal vehicle.

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**PROCEDURE TO APPLY:** Please read the *County of Erie Job Application Procedures* before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:30 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

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**Definition of Class**

This is professional work in public health education. An employee in this class plans, implements and promotes county-wide public health education services or is responsible for planning, implementing and promoting educational functions in one or more specific field(s) such as immunization, injury prevention, wellness promotion, cancer or tobacco education. Work involves conducting studies and surveys of public health education needs, determining the best strategies to use to meet objectives, consulting and partnering with community organizations to gain local support, and evaluating the effectiveness of the public health education measures employed. Work includes making recommendations about the most effective public health education methods and procedures to encourage promotion of good health habits and target risk factors. Work may include assisting in grant writing, administering contracts with service providers and in budget preparation and management. Work is performed independently in accordance with accepted public health education methods and models under the supervision of a professional or administrative superior, and is subject to review through conferences, reports and project evaluations.

**Examples of Work**

- Plans, implements and promotes public health education services.
- Plans, implements and promotes one or more specific public health education functions such as immunization, injury prevention, wellness promotion, cancer or tobacco education.
- Provides technical assistance and guidance to health department personnel, school personnel, voluntary health and welfare agencies, state and local authorities and citizen groups in promoting and improving health education issues.
- Researches and prepares health educational material for brochures, articles, news releases, videos and/or TV and radio spots to heighten public awareness.

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*GRANT RENEWAL STRONGLY ANTICIPATED*
• Plans and directs workshops, institutes, forums and discussion groups to promote public health.
• Conducts studies and surveys of public health education needs and determines the best strategies to use to meet objectives.
• Consults with and forms partnerships with community organizations to provide technical assistance and gain local support for health initiatives.
• Evaluates the effectiveness of health improvement strategies and measures employed using accepted public health education methods and models.
• Recommends the most effective public health education methods and procedures to encourage promotion of good health habits and target risk factors.
• Plans, coordinates and implements public health initiatives, such as National Public Health Week and Governor's Workout Week.
• Assists in the administration of contracts, grant writing, budget preparation and budget management.
• Performs related duties as required.

Required Knowledge’s, Skills, and Abilities
• Plans, implements and promotes public health education services.
• Plans, implements and promotes one or more specific public health education functions such as immunization, injury prevention, wellness promotion, cancer or tobacco education.
• Provides technical assistance and guidance to health department personnel, school personnel, voluntary health and welfare agencies, state and local authorities and citizen groups in promoting and improving health education issues.
• Researches and prepares health educational material for brochures, articles, news releases, videos and/or TV and radio spots to heighten public awareness.
• Plans and directs workshops, institutes, forums and discussion groups to promote public health.
• Conducts studies and surveys of public health education needs and determines the best strategies to use to meet objectives.
• Consults with and forms partnerships with community organizations to provide technical assistance and gain local support for health initiatives.
• Evaluates the effectiveness of health improvement strategies and measures employed using accepted public health education methods and models.
• Recommends the most effective public health education methods and procedures to encourage promotion of good health habits and target risk factors.
• Plans, coordinates and implements public health initiatives, such as National Public Health Week and Governor's Workout Week.
• Assists in the administration of contracts, grant writing, budget preparation and budget management.
• Performs related duties as required.

Minimum Experience and Training
A bachelor's degree in health education, public/community health education or in the social/behavioral sciences field and two years experience in the field of public health education in a public or private health agency or organization.
Or
A master's degree in public health with a major in public health education, community health education or social/behavioral sciences field and one year experience in the field of public health education in a public or private health agency or organization.
Or
Two years as a Public Health Educator 1

CONDITION OF EMPLOYMENT
The selected candidate will be pre-employment required to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing. This pre-employment requirement applies to all County employees exercising their bidding/bumping rights.