

HEALTH EDUCATION ASSISTANT

DEFINITION

Under general supervision, to assist and participate in all phases of the public health education program; research, prepare and present health educational materials and oral presentations to promote public health within the community; provides counseling support to clients; and perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the higher professional level of Health Educator class in that the Assistant does not have full responsibility for planning, implementing and evaluating health education activities. Assistants work under daily guidance from a Health Educator or medical provider. This class may serve as an entry level for persons wishing to obtain the educational requirements for the Health Educator class.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Assists Health Educators by preparing exhibits, posters and displays for presentation at meetings, conferences, clinics and public gatherings.
2. Provides and facilitates individual and/or group counseling and/or health education.
3. Conducts community surveys and research to identify health related needs; assess program effectiveness, and determine ways for improvement of services.
4. Assists Health Educators and medical providers in planning and participating in evaluation of educational/counseling needs, presenting health education programs and demonstrations.
5. Develops and maintains communications with various community, professional, and government organizations that provide services to clients and to promote health education programs.
6. Monitors patients' medical and psychological status and behavior and keeps physicians informed as to their status.
7. Responds to public inquiries concerning health education activities and functions as a resource of information and performs referral duties regarding general health services available in the community.
8. Participates in developing and evaluating educational materials, curriculum and sessions.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Working knowledge of:

1. Basic personal computer usage

Some knowledge of:

1. Concepts of public health services
2. Principles, methods and practices of health education
3. Group dynamics
4. Medical terminology
5. The principles, methods and techniques used in counseling
6. Basic math and basic statistical concepts

Skill and ability to:

1. Compile, organize, analyze, summarize data, and draw logical conclusions
2. Write effectively in order to produce educational materials such as exhibits, posters and pamphlets, letters, keep accurate records, etc.
3. Operate a personal computer and utilize software for the purposes of data management and word processing
4. Communicate effectively to groups and individuals from a variety of socioeconomic and cultural backgrounds
5. Develops and maintains effective working relationships with those contacted in the course of work; provide excellent customer service

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Communicate in English and Spanish both verbally and in writing.

DESIRABLE QUALIFICATIONS

In accordance with Title 22, Section 51179.6 a Certificate of Completion of the Seven Steps Program for positions working with the Comprehensive Perinatal Services Program (CPSP) provider is desirable.

EXAMPLES OF TRAINING AND EDUCATION

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education:

Completion of course work leading to a Bachelor Degree in public/community health education, education, behavioral or life sciences, sociology, biology or psychology OR

Experience:

Two years experience as a community worker or a related position which included outreach education experience within a public health or voluntary non-profit health related agency, preferably dealing with “at risk” populations.

Some positions require one year experience working with pregnant women.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to sit for approximately six hours per day/shift
2. Ability to walk approximately five hours per day/shift
3. Ability and physical strength to lift and carry items weighing up to 10 pounds, such as patient files
4. Ability to see well enough to function in a typical office environment
5. Ability to hear and speak sufficient to function in an office environment and in order to communicate with clients
6. May be exposed to infectious organisms

CLASS HISTORY

Class Code: 50K19
Established Date: November 1984
Revised Date: February 2007
Former Title: N/A

CLASS DATA

Job Group: 14
EEO Category: PP
Work Comp. Code: 8810
Bargaining/Employee Unit: J
FLSA: C
MOCO OT: Y

Prepared by: Janet Lowery, Associate Personnel Analyst

Approved by:

/s/ Gerta McClay

County Administrative Office

1/13/2010

Date