



COMMUNITY HEALTH EDUCATION SPECIALIST

General Description

The Community Health Education Specialist will develop, implement, coordinate, and evaluate community health programs in conjunction with the District's goals and objectives. This position will develop and implement strategies to improve the health of individuals and communities. This position will support development of health resources, policies, procedures, and services that promote health and will serve as a resource to community partners. This position reports to the Director of Health.

Essential Job Functions

- Develop, implement, coordinate, and evaluate community health programs and services including health education, health promotion, and risk reduction programs that educate and empower residents to make healthy lifestyle choices and enhance existing services offered by the District.
- Promote health education and promotion services within the district through print, media, group presentations, and other methods; act as the media point of contact for related programs.
- Work collaboratively with District staff and local community partners to advance disease prevention and health education and promotion initiatives, building on partnerships as necessary.
- Analyze the District's programming needs based on research findings and needs assessments.
- Identify resources and develop proposals to respond to identified community health issues and needs; follow through on grant-funded programs as assigned.
- Provide health education and information for groups and individuals with diversified public health needs. Develop guides, manuals, teaching aids, and promotional materials.
- Prepare various written reports and maintain the District's health education materials and records.
- Assist with District's quality improvement processes.
- Provide technical information and referrals for the public regarding disease, disability, prevention, treatment resources and appropriate services.
- May serve as a liaison to community and State agencies.
- Other duties as assigned.

Additional Duties

- May be required to attend night meetings.
- May be required to work evenings and weekends.
- Participates in professional education and training.

Minimum Qualifications

- Master's degree from an accredited college or university in Public Health, Community Health Education, or a closely related field preferred; or a Bachelor's Degree from an accredited college

or university in Public Health with two to three years experience, Community Health Education, Health Sciences, or a closely related field.

- Experience in community health and health promotion programming.
- Knowledge of education theory and practice.
- Knowledge of infectious and chronic disease risk factors and processes.
- Knowledge of the influence of socioeconomic status, culture, and race/ethnicity on health practices and health outcomes.
- Familiarity of epidemiology and statistical analysis.
- Hold a current valid motor vehicle operator's license.
- Have a motor vehicle that can be utilized on District business.

Knowledge, Abilities, and Skills, Advisement and Programing

- General knowledge of public health, local public health practice, public health programming and evaluation methods, community health assessment methods, behavioral science, and community organizing practices.
- General knowledge of public health systems and interaction of health system; familiarity with the 10 Essential Services of Public Health.
- Considerable ability to communicate ideas effectively both orally and in writing.
- Demonstrated organizational skills with the ability to organize and facilitate groups and meetings.
- Analytic and assessment skills to address health status of populations and determinants of health.
- Policy development and program planning skills.
- Computer proficiency required in the areas of Microsoft Word, Outlook, PowerPoint, Publisher, with proficiency in internet/web and social media.

Physical Demands, Work Environment and Engagement

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Work requires reaching, standing, walking, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Worker is not subject to adverse environmental conditions.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Health District and the employee and is subject to change by the Health District as the needs of the Health District and requirements of the job change.

The West Hartford Bloomfield Health District is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

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West Hartford-Bloomfield Health District

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