

# Health Education Supervisor



## Position Description

### Status

Regular Full Time

### Compensation

B31

### Bargaining Unit

Non-bargaining

### Reports to

Planning and Preparedness Manager

### Supervises

Public Health Technicians

### Position Category

Supervisor

### Summary

The Health Education Supervisor serves as leader and mentor for Public Health Technicians. Plans, implements and evaluates health education by providing data driven activities that promote healthy behaviors, disease prevention and environmental safety. Designs, develops, implements and delivers public health education. Coordinates training and outreach. Serves as a liaison and assists medical professionals, community health partners, and individuals. Develops and executes marketing and promotional strategies. Performs research and develops reports. Makes referrals to other community resources. Performs outreach and recruitment for eligible participants.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages the Public Health Technicians on projects, daily support services and learning and growth development.
2. Develops monthly social media and newsletter educational messaging by gathering health observation days, current programs and services offered. Directs community initiatives to provide accurate information and access to resources. Publicizes initiatives to improve healthy lifestyle choices.
3. Assesses health needs in the community through obtaining primary data, secondary data, and other evidence-informed sources. Works with Planning and Preparedness Team and Epidemiologist to analyze the data to identify priority populations and factors influencing health
4. Provides health and environmental hazard information, education, screening, testing, and referral services; Encourages clients to access care and treatment; Educates the public on health and environmental behaviors and community services available through the Public Health Department and other community resources.

5. Participates in the development of programs and strategies to prevent communicable and chronic diseases in the general public and among high-risk populations.
6. Coordinates community outreach events with all Health Department divisions, programs and services to promote services and resources available to the community
7. Develops and presents to community groups on public health topics such as chronic disease prevention and health risk reduction at worksites, schools, and community-based organization locations
8. Collaborates with external organizations to achieve health population goals
9. Drafts program policy and procedure manuals and updates manuals as required to accommodate changes in program guidelines and improved program processes.
10. Creates logic models and evaluation tools for evidence-based planning and measures.
11. Performs health education and/or other activities necessary during a public health emergency and other duties as assigned.

### **Competencies**

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

### **Supervisory Responsibility**

This position does have direct supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. The ability to open filing cabinets and bend or stand on a stool as necessary is required. There is travel for this role to attend meetings and events out in the community.

**Travel**

Travel will be required throughout the County.

**Required Education and Experience**

1. Bachelor's Degree in Public Health, Health Education, Health Sciences or related field.
2. Minimum one (1) year experience working directly with people from diverse racial, ethnic, sexual and socioeconomic backgrounds preferred.
3. Minimum one (1) experience working in local level public health.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_