EMPLOYMENT OPPORTUNITY
MADISON COUNTY PUBLIC HEALTH
COMMUNITY HEALTH EDUCATOR

Job Title: Community Health Educator
Division: Community Health
Programs: Ohio Safe Communities, Project DAWN, Community Health
Appointment Status: Full Time
Hours & Benefits: 40 Hours Per Week, Eligible for Full Benefits
Civil Service & FLSA Status: Classified, Non-Exempt
Date Posted: February 4, 2020
Expires: Open Until Filled

JOB SUMMARY
The Community Health Educator (CHE) is responsible for coordinating, implementing, reporting, and evaluating health education programs, communicating public health messages, planning and delivering the Ohio Safe Communities program, and implementing Project DAWN and other grant-based initiatives. The CHE also works with community partners to implement, monitor, and report on Community Health Assessments and Community Health Improvement Plans.

ESSENTIAL FUNCTIONS
The Community Health Educator (CHE) manages and implements the Ohio Safe Communities grant program including the coordination of coalition meetings and community events; provides education, outreach, training, and reporting for Project DAWN; provides car seat safety and installation checks; provides smoking cessation classes; participates in the Community Health Assessment with community partners; implements and reports on the Community Health Improvement Plan and associated health initiatives; researches, develops, and implements evidence-based, population-based community health programs; provides health education in a variety of settings and to diverse audiences; prepares and revises informational brochures, outreach materials, and educational materials; represents the agency at community functions, meetings, and on committees; assists in the search for and application of grants and donations; assists with public health accreditation; and participates in emergency preparedness exercises.

EDUCATION
This job requires a bachelor’s degree, preferably in a health education or health behavior/promotion or a related field. Experience with developing health education programs is preferred. Previous experience working in a local health department setting is preferred. Experience with program evaluation and grants is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES
This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, social media (including but not limited to Facebook, Twitter, Instagram, and YouTube) and internet research; ability to compile, consolidate and summarize information; English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work
KNOWLEDGE, SKILLS, AND ABILITIES (continued)

independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a web-based reporting program for completing on-line reports; establish and maintain effective working relationships with other agency and organization representatives; perform effective public speaking to groups of varied interests and backgrounds and develop and deliver informative and persuasive presentations, counseling, and brief interventions. The job requires recordkeeping and reporting procedures; principles and practices of grant management and grant seeking; collection of data/research and analysis of statistics, design, implementation and evaluation of health-related programs. This job requires the ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements. This job requires working some evenings and weekends.

PHYSICAL DEMANDS AND WORKING CONDITIONS
The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 35 pounds. May frequently be required to manipulate and install car seats in automobiles and climb inside automobiles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver’s license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW
Madison County Public Health (MCPH) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. MCPH offers a relaxed, positive, and friendly work environment.

Interested applicants should send a cover letter, resume, and completed application to:

Erin Fawley, MPH
Director of Community Health & Accreditation
efawley@madisonpublichealth.org  (subject: Community Health Educator)
Madison County Public Health
PO Box 467
London, OH 43140

Applications will be accepted on a continuous basis until the position is filled.

Madison County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.
BASIC EMPLOYMENT APPLICATION
MADISON COUNTY PUBLIC HEALTH
COMMUNITY HEALTH EDUCATOR

Name

Address

Phone          Email

Current Employer

Salary Requirements

Date First Available for Work

General Days and Times Best for a Telephone Interview

General Days and Times Best for an In-Person Interview

Your resume must include, at a minimum, the following information:

1. Education including degrees and dates
2. Work history with position titles and job responsibilities including dates
3. Relevant trainings/certifications and dates
4. Relevant skills