



Job Title: <u>Public Health Education Specialist</u>		Job Number: 7025
Job Classification: <u>Professional / Technical</u>		<i>Physical Type # 1</i>
Reports to: Public Health Education Specialist Lead	Department: Public Health	Pay Grade: 124 Exempt

PRIMARY DUTY: Under basic supervision, prepares and presents health education materials, provides outreach services for at-risk populations; conducts public educational forums on priority health issues.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans and presents community outreach programs to promote health education, risk reduction and healthy behaviors; informs community of services available through Public Health District (PHD) and other community resources; prepares and delivers presentations on assigned health topics.
- Prepares educational materials; coordinates and presents training and public education programs; collects, compiles and maintains data on PHD health education activities.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Researches health education issues; prepares educational materials; coordinates and presents training and public education programs; collects, compiles and maintains data on PHD health education activities.
- Prepares grant proposals and updates public access websites, assists with training PHD staff.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Record keeping and file maintenance principles and procedures, including grant program protocols.

Skill in:

- Presenting Public Health information to at-risk clients and the public.
- Utilizing standard personal computer software programs and specialized software.
- Communicating effectively verbally and in writing.
- Developing grant proposals.

MINIMUM QUALIFICATIONS:

Bachelor’s Degree in Public Health, Business, Public Administration, or a related field is required; AND one-year experience in training programs; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver’s license.
- If BSN, professional registration as Registered Nurse by the Texas Board of Nursing required.
- Additional technical certification in Public Health may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

- The physical activities of this position include:
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Standing - Particularly for sustained periods of time.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
 - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
 - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The visual acuity requirements including color, depth perception and field vision:
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
 - The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned.
- The conditions the worker will be subject to in this position:
 - Work is performed primarily in an office setting or well-lit and temperature-controlled working environment; with some travel from site to site.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number