

**PUBLIC HEALTH EDUCATOR 2**

**Nature of Work:** Under general supervision, performs professional work at the full-performance level planning, organizing, promoting, and implementing health education programs to instruct students, groups and the public in a range of health topics of public concern. May supervise clerical support staff. May require travel. Performs related work as required.

**Distinguishing Characteristics:** This is the full-performance level in the series and performs professional work planning, organizing, promoting and implementing health education programs. This level in the series has increased programmatic responsibilities. May supervise clerical staff.

**Examples of Work**

Assists communities and organizations in developing, implementing and evaluating health education programs by collecting and analyzing data on needs, both current and projected, writing reports, retaining records, gathering and disseminating research results and identifying funding sources.

Evaluates and determines budgetary needs, gains approval from supervisor, solicits funds from various organizations and then allocates the money to the various activities within the education program.

Assists program coordinator in the planning of health care/prevention programs after the public's needs have been assessed and evaluated.

Counsels students, members of community groups and organizations and the general public, both individually and in groups on health care/prevention methods.

Conducts educational meetings for groups and organizations to communicate health care/prevention information and program awareness.

Writes program specific brochures, newsletters, booklets and other informational/promotional materials and distributes the materials to students, community groups and organizations and individuals to inform them of various health care/prevention programs.

Researches health educational materials to remain familiar with promotional techniques and to review and purchase necessary materials to implement an educational program.

Writes a program overview, a policy manual, a statement of goals and objectives, and periodic progress reports and state information releases for all education programs; writes and distributes a monthly newsletter for program updates and clarification and explanation of new policies and procedures.

May supervise the work of clerical support staff.

**PUBLIC HEALTH EDUCATOR 2 (CONT'D)****Knowledge, Skills and Abilities**

Knowledge of health care/prevention methods and techniques.  
 Knowledge of teaching methods and practices.  
 Knowledge of promotion practices and techniques.  
 Ability to listen and counsel others both individually and in groups.  
 Ability to present information and materials objectively.  
 Ability to design and conduct research and evaluation programs.  
 Ability to communicate effectively, both orally and in writing.  
 Ability to direct the work of others.  
 Ability to plan, organize and evaluate educational methods and programs.  
 Ability to determine budgetary needs and allocate funds to the appropriate activities with the program.

**Minimum Qualifications**

**Training:** Master's degree in health education or counseling within a health related field.

**Substitution:** Graduation from an accredited four-year college or university with a baccalaureate degree in community health education; public health education; health education; public health; health science; education with a major in health, physical or biological science, or related field; or counseling with two years experience in health education or counseling in a health related field.

Established: 7/16/92  
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