

**NORTHERN KENTUCKY INDEPENDENT DISTRICT HEALTH DEPARTMENT  
JOB POSTING**

**JULY 5, 2017**

**HEALTH EDUCATOR (HETOB1)**

The Population Health Division has one full time position available for a Health Educator to promote public health and provide public health educational services initially for our tobacco cessation and prevention program in Northern KY and to perform related duties as required. Initially, the position will be based at our in Fort Mitchell, KY but will move to Florence, KY when our new administrative building is completed.

**Status:** Full-time non-exempt (hourly pay) merit system position  
**Classification:** Health Educator  
**Band:** 7  
**Pay Rate:** \$19.00 - \$26.30/hour (based on experience)  
**Reports to:** Community Health Promotion Manager

Essential Functions include, but are not limited to:

1. **Assess needs, assets and capacity for tobacco prevention program(s)** (Define the priority population to be assessed. Identify existing and necessary resources to conduct assessments. Engage priority populations, partners, and stakeholders to participate in the assessment process. Apply ethical principles to the assessment process. Identify sources of secondary data related to health. Review related literature. Identify and select data collection instruments. Develop data collection procedures if needed. Train personnel assisting with data collection. Implement quantitative and/or qualitative data collection. Identify policies related to health education/promotion. Assess the effectiveness of existing health education/promotion programs and interventions. Assess social, environmental, political, and other factors that may impact health education/promotion. Analyze the capacity for providing necessary health education/promotion. Identify current needs, resources, and capacity. Prioritize health education/promotion needs. Develop recommendations for health education/promotion based on assessment findings. Report assessment findings.)
2. **Plan tobacco prevention program(s)** (Use strategies to convene priority populations, partners, and other stakeholders. Facilitate collaborative efforts among priority populations, partners, and other stakeholders. Elicit input about the plan. Obtain commitments to participate in health education/promotion. Develop goals and objectives. Identify desired outcomes using the needs assessment results. Develop vision, mission, goal statements. Develop specific, measurable, attainable, realistic, and time-sensitive (SMART) objectives. Apply principles of cultural competence in selecting and/or designing strategies/interventions. Address diversity within priority populations in selecting and/or designing strategies/interventions. Identify delivery methods and settings to facilitate learning. Tailor strategies/interventions for priority populations. Adapt existing strategies/interventions as needed. Apply ethical principles in selecting strategies and designing interventions. Use theories and/or models to guide the delivery plan. Identify the resources involved in the delivery of health education/promotion. Organize health education/promotion into a logical sequence. Develop a timeline for the delivery of health education/promotion. Develop marketing plan to deliver health program. Select methods and/or channels for reaching priority populations. Analyze the opportunity for integrating health education/promotion into other programs. Assess the sustainability of the delivery plan. Design and conduct pilot study of health education/promotion plan. Address factors that influence implementation of health education/promotion. Identify and analyze factors that foster or hinder implementation. Develop plans and processes to overcome potential barriers to implementation.)
3. **Implement tobacco prevention program(s)** (Create an environment conducive to learning. Develop materials to implement plan. Secure resources to implement plan. Arrange for needed services to implement plan. Apply ethical principles to the implementation process. Comply with legal standards that apply to implementation. Recruit individuals needed for implementation. Collect baseline data. Assess readiness for implementation. Apply principles of diversity and cultural competence in implementing health education/promotion plan. Implement marketing plan. Deliver health education/promotion as designed. Use a variety of strategies to deliver plan. Monitor progress in accordance with timeline. Assess progress in achieving objectives. Ensure plan is implemented consistently. Modify plan when needed. Monitor use of resources. Evaluate sustainability of implementation. Ensure compliance with legal standards. Monitor adherence to ethical principles in the implementation of health education/promotion.)

4. **Conduct evaluation related to tobacco prevention program(s)** (Create a logic model to guide the evaluation process. Select a model for evaluation. Identify existing data collection instruments. Collect data based on the evaluation or research plan. Monitor and manage data collection. Use available technology to collect, monitor and manage data. Comply with laws and regulations when collecting, storing, and protecting participant data. Analyze data. Prepare data for analysis. Develop recommendations based on findings. Communicate findings to priority populations, partners, and stakeholders. Solicit feedback from priority populations, partners, and stakeholders. Evaluate feasibility of implementing recommendations. Incorporate findings into program improvement and refinement.).
5. **Lead health education initiatives** (Prepare budget requests. Develop program budgets. Assess technology needs to support health education/promotion. Use technology. Evaluate emerging technologies for applicability to health education/promotion. Assess capacity of partners and other stakeholders to meet program goals. Facilitate discussions with partners and other stakeholders regarding program resource needs. Create agreements (for example, memoranda of understanding) with partners and other stakeholders. Monitor relationships with partners and other stakeholders. Elicit feedback from partners and other stakeholders. Evaluate relationships with partners and other stakeholders. Implement strategic plan. Monitor strategic plan. Comply with existing laws and regulations. Adhere to ethical principles of the profession.).
6. **Serve as a resource person for tobacco prevention program(s)** (Assess needs for health-related information. Identify valid information resources. Evaluate resource materials for accuracy, relevance, and timeliness. Adapt information for consumer. Convey health-related information to consumer. Assess training needs of potential participants. Develop a plan for conducting training Identify resources needed to conduct training. Implement planned training. Conduct evaluations of training. Use evaluative feedback to create future trainings. Provide expert assistance and guidance. Communicate and advocate for health.).
7. **Communicate and advocate for health.** (Create messages using communication theories and/or models. Identify level of literacy of intended audience. Tailor messages for intended audience. Assess and select methods and technologies used to deliver messages. Deliver messages using media and communication strategies. Evaluate the impact of the delivered messages.).
8. **Complete special projects** (Respond to public health emergencies as assigned. Complete other special projects).
9. **Perform other duties** (Attend work as scheduled or uses approved leave. Collaborate in and contribute to individual, team, and/or organizational quality improvement and evaluation activities. Participate in internal and external meetings. Serve on internal and external committees. Complete timecard. Complete travel reports. Complete required training. Complete other assigned reports..

Minimum Qualifications:

Minimum qualifications for applying include a valid, active, driver's license and:

- Health Educator: Bachelor's degree in Health Education, Health Promotion, Community Health or closely related field from an accredited university or college.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.
- At least 25 semester hours or 37 quarter hours of course work with specific preparation addressing the Seven Areas of Responsibility and Competency for Health Educators.
- Candidates must be highly organized, self-motivated, and able to work in a team setting.

Attainment of Certified Health Education Specialist (CHES) or Certified Public Health (CPH) professional certification is required within 18 months of appointment date and throughout incumbency.

Desired Qualifications:

Same as above plus prior Public Health experience.

To Apply:

Apply through CareerBuilder only ([www.careerbuilder.com](http://www.careerbuilder.com)).

For immediate consideration apply by 5:00 P.M. EST on 7/13/2017.

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code HETOB1 on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

**NKIDHD Human Resources – HETOB1**

**web: [WWW.NKYHEALTH.ORG](http://WWW.NKYHEALTH.ORG)**

**EEO/M/F/Vets/Disabled/H**