

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

CONTINUOUS POSTING

HEALTH EDUCATOR [Code: HETOB]

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Population Health Division of NKY Health is accepting applications for a full time (40 hours/week) Health Educator to promote public health and provide public health educational services and to perform related duties. Initially, the position will be assigned to the tobacco prevention program and be based at our District office currently located in Florence, KY. We could be waiting for YOU!

<u>Status:</u>	Full-time non-exempt (hourly pay) merit system position
<u>Classification:</u>	Health Educator
<u>Band:</u>	7
<u>Starting Pay Rate:</u>	\$21.28 - \$24.67/hour (based on your years of directly related paid experience)
<u>Reports to:</u>	Programs Manager

Essential functions include, but are not limited to:

- 1. Assess needs, assets and capacity for health education.** (In relation to objectives identified in the operational plans for the tobacco prevention program: 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 theories and/or models to assessment process. Apply ethical principles to the assessment process. Identify sources of secondary data related to health. Establish collaborative relationships and agreements that facilitate access to data. Review related literature. Identify gaps in the secondary data. Extract data from existing databases. Determine the validity of existing data. 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. Synthesize assessment findings. 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 health education.** (In relation to objectives identified in the operational plans for the tobacco prevention program: 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, and goal statements. Develop specific, measurable, attainable, realistic, and time-sensitive (SMART) objectives. Select planning model(s) for health education/promotion. Assess efficacy of various strategies/interventions to ensure consistency with objectives. Apply principles of evidence-based practice in selecting and/or designing strategies/interventions. 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. Conduct pilot test of strategies/interventions. Refine strategies/interventions based on pilot feedback. 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. Develop a process for integrating health education/promotion into other programs when needed. 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 health education.** (In relation to objectives identified in the operational plans for the tobacco prevention program: 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. Develop training objectives. Recruit individuals needed for implementation. Identify training needs of individuals involved in implementation. Develop training using best practices. Implement training. Provide support and technical assistance to those implementing the plan. Evaluate training. Use evaluation findings to plan/modify future training. Collect baseline data. Apply theories and/or models of implementation. 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 health education.** (In relation to objectives identified in the operational plans for the tobacco prevention program: Determine the purpose and goals of evaluation. Develop questions to be answered by the evaluation. Create a logic model to guide the evaluation process. Adapt/modify a logic model to guide the evaluation process. Assess needed and available resources to conduct evaluation. Determine the types of data (for example, qualitative, quantitative) to be collected. Select a model for evaluation. Develop data collection procedures for evaluation. Develop data analysis plan for evaluation. Apply ethical principles to the evaluation process. Identify existing data collection instruments. Adapt/modify existing data collection instruments. Create new data collection instruments. Identify useable items from existing instruments. Adapt/modify existing items. Create new items to be used in data collection. Pilot test data collection instrument. Establish validity of data collection instruments. Ensure that data collection instruments generate reliable data. Ensure fairness of data collection instruments (for example, reduce bias, use language appropriate to priority population.) 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. Disseminate findings using a variety of methods.)
5. **Lead health education initiatives.** (Evaluate feasible financial needs and resources. Identify internal and/or external funding sources. Prepare budget requests. Develop program budgets. Manage program budgets. Write grant proposals. Conduct reviews of funding proposals. Apply ethical principles when managing financial resources. 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. Conduct program quality assurance/process improvement. Comply with existing laws and regulations. Adhere to ethical principles of the profession. Recruit volunteers for programs. Lead internal staff on team initiatives. Lead external coalitions and committees as needed. Support volunteer leaders in coalition and committee duties. Employ conflict resolution techniques. Facilitate team development. Evaluate performance of volunteers. Monitor performance and/or compliance of funding recipients.)
6. **Serve as a health education resource person.** (In relation to objectives identified in the operational plans for the tobacco prevention program: 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.)

7. **Communicate and advocate for health.** (In relation to objectives defined in the tobacco operational plans: Create messages using communication theories and/or models. Identify level of literacy of intended audience. Tailor messages for intended audience. Pilot test messages and delivery methods. Revise messages based on pilot feedback. Assess and select methods and technologies used to deliver messages. Deliver messages using media and communication strategies. Evaluate the impact of the delivered messages. Identify current and emerging issues requiring advocacy. Engage stakeholders in advocacy initiatives. Access resources (for example, financial, personnel, information, data) related to identified advocacy needs. Develop advocacy plans in compliance with local, state, and/or federal policies and procedures. Use strategies that advance advocacy goals. Implement advocacy plans. Evaluate advocacy efforts. Comply with organizational policies related to participating in advocacy. Lead advocacy initiatives related to health.)
8. **Complete special projects** (Respond to public health emergencies as assigned. Complete other special projects).
9. **Perform other duties** (Attend work as scheduled or use 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 duties.

Minimum Qualifications:

Minimum qualifications for applying include a valid, active driver's license, reliable transportation and one of the following:

- Bachelor's degree in Health Education, Health Promotion, Community Health or closely related field from an accredited university/college.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job plus 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.

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 plus experience and/or certification in teaching tobacco. Other desired qualifications include experience in the Northern Kentucky region with marketing, event planning and organizing, training, project management and inter-organizational coordinating – or some combination of the above.

To Apply:

Please submit applications through CareerBuilder ONLY (www.careerbuilder.com).

We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

If you apply now we will consider you immediately.

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

Please reference code HETOB 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.

Northern Kentucky Health Department Human Resources – HETOB

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view other opportunities to join our family.

EEO/M/F/Vets/Disabled/LGBTQ+