

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

CONTINUOUS

HEALTH EDUCATOR [Code: HEHEPC]

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 Hepatitis C and HIV prevention, testing and linkage to care program (which is contingent upon grant funding) and be based at our District office currently located in Florence, KY. We could be waiting for YOU!

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

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Essential functions include, but are not limited to:

1. **Assess needs, assets and capacity for health education.** (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. 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 *HIV, hepatitis, and harm reduction programs*. 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.** (Use strategies to convene priority populations, (*people who inject drugs PWID, individuals who have not yet previously had a Hep C or HIV test*), partners, and other stakeholders. Facilitate collaborative efforts among priority populations, partners, and other stakeholders. Elicit input about the plan. Obtain commitments to participate in *planning and implementation of strategies to meet the needs of the people who inject drugs (PWID) population, including HIV and hepatitis testing and counseling and overdose prevention and response*. 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. 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 *that prevent the spread of HIV and hepatitis among people who inject drugs*. 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. *Work with partners such as community drug prevention coalitions and other partners to integrate local community voice into strategy plans that address harm reduction, HIV and hepatitis testing/counseling*. 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.** (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 *and program* 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. *Provide education and implementation of health promotion strategies that address harm reduction (naloxone, mental health first aid, syringe access exchange program), substance use prevention, HIV, hepatitis, safer sex practices, medication adherence, linkage to medical care.* 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. *Conduct Hepatitis C and HIV testing in identified and planned community locations. Maintains client records and databases with appropriate information related to test results and linkage to care. Develop care plans with individuals to identify problems and resources and expected outcomes. Follow up with clients at regular intervals to determine level of compliance with established plan of care.)*
4. **Conduct evaluation related to health education.** (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 *and enter* data based on the *assessment*, 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. *Conduct case reviews of participating clients. Prepare program reports, reviews and summaries from analyzing available data and information.)*
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. *Write and provide input and support for grant proposals for harm reduction activities.* 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.)
6. **Serve as a health education resource person.** (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 *on harm reduction, HIV and hepatitis prevention.* 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. *Educate staff regarding changes and advancements in Hepatitis C prevention and treatment. Identify community resources for referrals and maintains a list of referral sources for treatment. Communicate with clients referred to treatment and follows up. Schedule appointments with clients and health care providers Communicate and coordinates treatment referrals to identified health care providers for hepatitis C. Link clients who test positive for HIV and hepatitis to care and/or case management intervention services. Link individuals to Pre-exposure prophylaxis (PrEP).*)

7. **Communicate and advocate for health.** (Create messages using communication theories and/or models *to advocate and educate for harm reduction, substance use prevention and HIV and hepatitis information and prevention.* 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 Hepatitis C and/or HIV testing, or linkage to care services. 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 HEHEPC 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.

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Northern Kentucky Health Department Human Resources – HEHEPC

Please visit our website at www.nkyhealth.org to view other opportunities to join our family.

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