

**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES  
JOB DESCRIPTION**

**OFFICIAL TITLE:** HEALTH EDUCATOR  
**REPORTS TO:** CHS Administrator  
**APPROVED BY:** CHS Administrator  
**EFFECTIVE DATE:** February, 2018

**SUMMARY:**

To plan, implement, and evaluate Health Promotion/Health Education Programs. To participate in planning, implementation, and evaluation of other CHS programs as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Participate as a team member in planning, implementing, and evaluating public health services according to priorities set in the Meeker, McLeod, Sibley, Community Health Services Plan and as directed by the CHS Administrator.
2. Participate in Community Health needs assessment process which includes the following activities; assessment and prioritizing of community needs; establishing goals, objectives, methods, and evaluating outcomes.
3. Actively participate in Agency performance management/quality improvement initiatives that aim to provide the highest of quality services in the most efficient manner.
4. Research and prepare grant applications.
5. Plan, implement, and evaluate wellness programs for target populations.
6. Represent the CHS on task forces, boards, and work groups as directed by CHS Administrator. This includes participation in strategic and operational planning and promoting the incorporation of public health principles into plans developed to meet community needs.
7. Promote public health principles with a variety of groups and individuals of a variety of ages.
8. Provide intake and information and referral services to a variety of individuals.
9. Coordinate outreach activities with various community groups.
10. Organize and maintain Agency educational resources.
11. Perform similar duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

**QUALIFICATIONS:**

1. Extensive knowledge regarding community health needs assessment, setting of goals and objectives, establishing, and evaluating outcomes.
2. Ability to develop and maintain effective working relationships with a wide variety of individuals including CHS staff, county staff, local, regional partners and state partners, community partners and stakeholders and a variety of individuals of varying ages.
3. Knowledge of computer word processing and spreadsheet programs including

but not limited to Excel, Word, PowerPoint.

4. The ability to communicate clearly and effectively with a wide variety of individuals and groups.
5. Excellent writing skills, with considerable knowledge of English, spelling, punctuation, and vocabulary.
6. Ability to prepare accurate plans, reports and grant applications.

**EDUCATION and/or EXPERIENCE:**

1. Bachelor's Degree in community health, health education, nursing or related degree.
2. Master's degree in health related field preferred.
3. Experience in offering health education services.

**LANGUAGE SKILLS:**

Proficient English, spelling, grammar and vocabulary skills, basic medical terminology.

**MATHEMATICAL SKILLS:**

Knowledge of basic arithmetic.

**PHYSICAL DEMANDS:**

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.

1. Ability to sit and stand for intermittent periods of time.
2. Ability to use computer keyboard for extended periods of time.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work occurs in multiple environments including an office setting, meeting setting, community events, health fairs, schools, etc.
2. May require work outside as the program and weather dictates.
3. Requires regular travel within the CHS and region, some travel statewide.

**SALARY LEVEL:**

The salary range for this position is \$21.80 - \$32.70 per hour.