

**DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING**

Job Classification: Full Time Health Educator
Base Site: Tawas/West Branch
Grade: 8
Rate of Pay: \$19.94

The qualifications listed below represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines to be considered along with other job related selection or promotional criteria.

Duties

- Plans, develops and implements a variety of Health Education programs including blood pressure screening, smoking cessation clinics and health risk appraisal activities.
- Serves as liaison with various community organizations for health outreach education.
- Prepares news releases, reports, manuals, newsletters, pamphlets, posters and various training materials promoting health issues and health department activities.
- Receives and responds to health related inquiries by letter or phone.
- Represents the Health Department on various councils and task forces.
- Researches federal and state funding programs and/or grants to determine conditions and criteria for eligibility. Writes grants to acquire funding.
- Provide assessment, support, education and information, including assessing community services/advocacy and the importance of preventive health care and linkages to a health care system.
- Coordinates community outreach efforts.

This list is not inclusive of the total scope of job functions to be performed.

Education/Training

Bachelor's Degree in Health Education or medical related field such as Bachelor of Science in Nursing or Teaching and one (1) year of experience in planning and implementation of public health programs or teaching preferred. Certified Health Education Specialist (CHES) preferred. Considerable knowledge in coalition building and maintenance substance abuse education and tobacco prevention and Affordable Care Act.

Other Requirements

- Valid Michigan driver's license; own means of transportation.

Applications are available at Health Department offices. Submit application/resume to District Health Department No. 2, Attn: Health Educator Position, 630 Progress, West Branch, MI 48661 or by e-mail to vsherosky@dhd2.org. First review on May 15, 2019.

District Health Department No. 2 is an Equal Opportunity Employee.