

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Health Educator 2		Class Code: 002HG2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 5/24/13
	Summary: Incumbent serves as an advanced consultant, educator and specialist providing health education assistance to schools, local, state and federal agencies, business/industry, community groups, special interest groups and professional and non-professional individuals.		

Duties:

- Evaluates health education materials/equipment;
- Plans, develops, implements, monitors and evaluates health education programs for schools, community groups, business/industry, agencies and special populations;
- Disseminates data and health information to professionals and non-professionals as requested;
- Coordinates health related activities with organizations, appointed councils and other groups at the local, state and national level;
- Conducts workshops, conferences and training sessions to educate professionals about health education issues;
- Develops, writes and reviews grants related to health education;
- Provides health education resources and referral information;
- Represents the agency on various professional boards/committees concerning health;
- Consults on and/or facilitates health education programming within the agency;
- Conducts research upon request or as necessary;
- Communicates with various constituencies on a regular basis to provide updated health information;
- Keeps abreast of developments in health education by reviewing journals and attending conferences;
- Assumes responsibility for supervision in absence of director;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge of public health, allied health, health and safety and/or health education;
- Broad knowledge of educational principles, theories and methodology;
- Broad knowledge of, and ability to apply, public health and health education/promotion philosophies, methods and techniques;
- Specialized knowledge of social, behavioral and biological sciences;
- Working knowledge of laws, rules and regulations relating to education and public health;
- Ability to effectively communicate, both verbally and in writing, with professionals and non-professionals;
- Ability to plan, prepare and present public presentations in a variety of settings such as health education workshops, conferences and training sessions;
- Working knowledge of group process/facilitation techniques;
- Working knowledge of local, state and national health related sources;
- Ability to interpret data, prepare reports and write health related literature;
- Ability to evaluate health education materials, programs and curricula;
- Working knowledge of audio/visual, computer and display equipment;
- Ability to travel throughout the state.

Difficulty of Work:

Work is broad in scope with many variables when dealing in educational development and programming. Educational guidelines are not specific but based upon the application of academic knowledge and experience. Incumbent uses considerable judgment to adapt principles of public health, health education and applicable laws to fit various educational levels and health programs.

Responsibility:

The incumbent receives general instruction on overall goals and works independently. Technical assistance is provided upon request. Work is reviewed for compliance with agency policy and procedure. Errors in recommendation and inaccurate information could result in ineffective programming.

Personal Work Relationships:

Incumbent is in contact with agency personnel, allied health professionals, public officials, teachers, representatives of health organizations and the public for the purpose of educating, informing, consulting, networking and providing technical assistance.