



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH EDUCATION COORDINATOR**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Partner with internal and external professionals to design, implement, and evaluate health education initiatives targeting at-risk populations. Address community needs for health education related to health promotion and prevention, with particular emphasis on lifestyle and wellness. Select and expand resources for community-wide health education.

EXAMPLES OF WORK PERFORMED

Supervises health educator(s) and may lead clerical staff activities in completion of duties when directed by higher level management personnel.

Responsible for the coordination, development, implementation and evaluation of health education activities

Organizes and consults with community agencies, committees, school administrators and groups to coordinate, advice and advance health education programs, disease prevention, physical, mental and environmental health and/or policies

Monitors and evaluates program effectiveness in meeting established objectives.

Consults with community agencies concerning the development of programs and/or policies in compliance with state statutes and/or established expectations

Prepares a variety of reports, correspondence, records, summaries and grant applications; develops visual aids, outlines, goals, plans, objectives and program evaluations

Increases community awareness of programs through media outreach.

Orders related program supplies and materials

Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures

Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.

Attends and participates in required trainings

Assists with program marketing, promotion, special projects, and events such as health fairs, 5K Fun Run, etc

May assign and/or supervise the work of others

Performs all other duties as needed

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with a Bachelor's degree; Master's Level education in Public Administration, Management, or a field relevant to the assignment.

Two to three (2-3) years of experience in department coordination, business management, or a related field related to the specific program or department.

Three (3) years of experience may be substituted for one (1) year of education.

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in Health Education Program Development, outreach activities and collaboration with agencies with common interest in prevention.

Bilingual (Spanish & English) with ability to converse in both languages

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations