

Community Health Educator

Community Health Educator will be responsible for the oversight of external educational opportunities for staff and community. Coordinator will concentrate on activities that satisfy Health Department IPLAN goals.

Duties and Responsibilities:

- Organize, and serve as primary point person for all Health Department outreach and event activities, including attending community resource fairs, festivals, and other events.
- Coordinate Health Department social media efforts and work with County IT to update web page.
- Plans effective health education programs and outreach for all agency services along with implementing health education programs in various community settings.
- Communicates health and health education needs, concerns and resources.
- Performs and/or coordinates presentations.
- Participates in the preparation, selection, and dissemination of health education materials such as Power Point presentations, films, pamphlets, exhibits, periodicals, websites, data charts, etc.
- Collaborates with agency staff to ensure programs are satisfying the priorities of the IPLAN.
- Participates in the East Central Illinois Rural Consortium and/or coordinates with the local agencies.
- Acts as facilitator for local villages and organizations in their requests for specific public health information.
- Coordinates with Administrator regarding the Organizational Needs Assessment and Strategic Plan.
- Participate in emergency preparedness management as it relates to volunteers in satisfying IDPH grant deliverables.
- Perform other duties as assigned.

Education and/or Experience:

Must have a Bachelor's Degree in Health or Social Services related field and/or 2 years of health education experience. Must have ability to communicate effectively in public, inter-personal settings and organizational settings. Must have excellent writing skills. Must have prior experience with Microsoft Office Suites with a strong concentration in Power Point, Publisher, Word, Outlook, and Excel. Marketing and social media experience preferred.

Requirements:

Must have a valid driver's license with an insured automobile in good working condition. Must be willing to work after business hours as needed. Have the ability to learn and use electronic databases, computer program, and possess overall computer skills. Must follow HIPPA guidelines and rules for patient confidentiality.

Working Condition:

General office environment. Community and school environment. Possible exposure to infectious disease.

Continuing Education:

Expected to participate in appropriate agency continuing education required by the Administrator. Additional continuing education is encouraged with approval.