

**PUBLIC HEALTH EDUCATOR
COLUMBIA COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT**

POSITION DESCRIPTION

I. Position Summary

This is a full-time position in the Columbia County Health and Human Services Department, Division of Health, located in Portage, WI, and under the general supervision of the Division of Health Administrator/Public Health Officer.

II. General Duties

This position promotes and educates individuals and the community to adopt healthy behaviors and lifestyles.

III. Essential Duties and Responsibilities

1. Understand, support, and work within the values, mission, and vision of the agency.
2. Compile and analyze community data to plan, design, and implement agency health initiatives in the community.
3. Participate in planning and implementing educational programs and strategies (evidence-based, best practices).
4. Evaluate effectiveness of program and community strategies.
5. Create and implement marketing plans targeted to positively impact behavior and choices made by community residents.
6. Serve as a consultant, trainer, and resource person for health education.
7. Prepare and conduct Public Health educational programs in a variety of community settings in an effort to fulfill department goals and objectives.
8. Performs other duties as assigned.

IV. Educational Requirements

1. A Bachelor's degree in Public Health, public administration, community health education, community wellness, or health related field preferred. Closely related degrees are acceptable.
2. Certified Health Education Specialist (CHES) certification is desirable.
3. At least two years of public health field experience desirable
4. Must possess a valid Wisconsin drivers' license and auto insurance.

V. Knowledge, Skills, and Abilities

1. General knowledge and awareness of preventative health and health promotion information and opportunities.
2. General understanding of evidence-based health programming.
3. Knowledge of community organization techniques and strong facilitation skills.
4. Requires outstanding interpersonal and leadership skills, customer service skills, problem solving and organizational abilities, as well as the ability to work harmoniously, constructively, and cooperatively with other professionals, consumers, community service providers, volunteers, members of the general public, county officials, and others.
5. Ability to apply a solution-based, creative approach to Public Health challenges.
6. Strong reading and writing skills and ability to communicate effectively.
7. Grant writing experience desirable.
8. CPR Certified.

VI. Physical Requirements

1. Frequent sitting, standing, bending, lifting, twisting, stretching, and walking.
2. Visual acuity.
3. Good manual dexterity of hands and fingers.
4. Ability to lift/carry/push/pull at least 30 pounds.

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

5/27/21