

**BELL COUNTY PUBLIC HEALTH DISTRICT
POSITION DESCRIPTION
Health Educator**

Bell County Public Health District is a mission-focused organization committed to impacting and improving the quality of life for Bell County residents.

Bell County Public Health District is seeking a qualified Community Health Educator who will plan and implement health education programs within Bell County, Texas. This includes the preparation, dissemination, and evaluation of programs and initiatives to the general public, target audiences, and other community partners through various methods.

The position is full-time and reports to the Director of Community Health.

Compensation: \$51,000- \$63,000 annual salary depending on experience and qualifications

Starting Date: Immediate.

Role Purpose:

The Health Educator is expected to possess and utilize their skills and knowledge in all eight Health Educator Areas of Responsibility and the subsequent Competency and Sub competency areas including: Assessment of Needs and Capacity, Planning, Implementation, Evaluation and Research, Advocacy, Communication, Leadership and Management, and Ethics and Professionalism.

Primary responsibilities are focused on program development, implementation, evaluation, and communication in the field of health education spanning multiple program areas. Conducts community education designed to enhance general health and well-being. The Health Educator will organize and lead community health activities; administer grant workplans; serve as a resource to staff, community professionals, civic leaders, and residents; conduct needs assessments; develop, implement, and evaluate initiatives to address health needs; develop and implement communication strategies, develop and sustain community collaborations and coalitions, and represent the Health District at various meetings and conferences.

Specific duties:

Responsibilities:

- Design, coordinate, implement, and evaluate comprehensive public health programs and trainings within the county.
- Plan, implement, and administer grant and contract work plan.
- Utilize best practices in all aspects of work.
- Develop, conduct, and analyze needs assessments, curriculum, data, programs, and evaluations.
- Facilitate and assist organizational activities of any assigned community group, community coalition, school, or youth leadership group. This includes meeting facilitation, new member recruitment, and ongoing communication among group and community stakeholders.
- Develop and implement educational or communication materials based on current research, best practices, standards, and grant requirements.
- Participate in local and state advocacy groups and other coalitions or collaborations as assigned by supervisor.

- Assume leadership role on projects as assigned by supervisor.
- Submit or enter program documentation, reports, and agency paperwork in a timely manner.
- Fulfill agency responsibilities including staff development, monitoring research, and participation in agency meetings and committees. Attend all funder-required trainings and meetings.
- Maintain and protect confidentiality and security of all organizational information gained in the course of performing job responsibilities including, but not limited to, financial and client information.
- Establish key relationships with community-based organizations, leaders, and gatekeepers to help increase the impact of improving health and quality of life for residents.
- Evaluate effectiveness of programs by implementing, monitoring, and tracking data, processes, and outcomes. Assess health trends and identify best practices and innovative approaches for high risk and special needs populations.
- Prepare, select, and disseminate health education materials such as pamphlets, exhibits, periodicals, reports, data, trainings, best practices, standards, and other resources.
- Perform studies, analyses, and assessments leading to the development of new education programs or the improvement of existing programs.
- Present before various community groups, prepares lecture materials, and knowledgeable on the subject matter.
- Participate in professional development activities to maintain and gain knowledge within the field.
- Serve as part of public health emergency response efforts, as needed.
- Performs Other Responsibilities as Assigned.

Minimum Qualifications:

- Master's Degree in Public Health, Community Health, or other relevant program OR Bachelor's degree in health education, education, public health, or a behavioral health-related field with a minimum of three (3) years of experience.
- Must have experience in public speaking, organizational skills, and verbal and written communication skills.
- Requires intermediate skills in Microsoft Office (Word, Excel, Outlook, Teams).
- Must have a valid driver's license, private automobile insurance, and be insurable.
- Ability to travel at least 50% of work time mostly local within Bell County, Texas.
- Able to exert up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Preferred qualifications:

- Knowledge of community-based prevention, community organizing, assessment, program development, program evaluation, data collection and analysis, grants, and public health and health education theories.
- Understanding of learning styles and curriculum development.
- Ability to use design software such as Canva or Adobe Illustrator.
- Ability to plan for online communication channels such as social media and website information.
- Bilingual English – Spanish
- CHES ®, MCHES ® Preferred