**POSITION DESCRIPTION**

**COUNTY OF CARROLL, INDIANA**

**POSITION: Public Health Education Specialist/School Liaison**

**DEPARTMENT: Health**

**WORK SCHEDULE: 8:00 a.m. -5:00 p.m. M-F**

**-JOB CATEGORY: PAT (Professional, Administrative, Technological)**

**DATE WRITTEN: November 2023 STATUS: Part-time**

**DATE REVISED: FLSA STATUS: Non-exempt**

**To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Carroll County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.**

Incumbent serves as Part-time Public Health Education Specialist/School Liaison for the Carroll County Health Department, responsible for creating community awareness regarding preventative health practices and education activities.

**DUTIES:**

Assists with assessing needs, resources, and capacity for health education and promotion and serves as a health education and promotion resource person.

Represents Health Department at health fairs, conferences, and other events, including but not limited to coalitions, taskforces, and communities. Plans and presents education to targeted audiences to make community aware of preventative health programs as requested.

Maintains close contact with Indiana Department of Health (IDOH), School Nurse Consultants, Epidemiology and Preparedness Field personnel to support the schools.

Establishes open communication and understanding of current guidance and consideration of all communicable diseases, including reporting and meeting with IDOH, LHD and school representatives.

Assists workgroups in implementing and evaluating work plans for the health improvement priority areas.

Communicates, promotes, and advocates for health and health education activities, including increasing membership and participation in the health department review teams and community coalitions.

Supports schools with communicable disease response plans. Coordinates the recovery of pandemic-related deficits in student health and wellness.

Identifies both external and internal resources available to support LHD’s and schools to continue and sustain best practices and initiatives.

Maintains current knowledge on health education, school topics and researches current health issues to promote health programs.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Bachelor’s or Associate’s degree, preferably in science and health related field and two (2) years of experience with an interest in Health Education, Health Science, Health Promotion, Public Health, or School Health Education.

Thorough knowledge of health program education and ability to effectively prepare and conduct environmental and wellness awareness educational activities and related materials for a wide variety of target groups.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and reports.

Ability to provide access to, or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not

limited to attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, schools, IDOH, School Nurse Consultants, Epidemiology and Preparedness Field personnel, health partnership members, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard office equipment, including computer, telephone, and other equipment as needed.

Ability to develop PowerPoint presentations, flyers, posters, and brochures. Ability to plan and make presentations to the public and large groups.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time with time pressure.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and manage time and resources effectively.

Ability to work evenings, and weekends for meetings, events, and other activities.

Possession of a valid driver’s license and demonstrated safe driving record.

**II. DIFFICULTY OF WORK:**

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

**III. RESPONSIBILITY:**

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for soundness of judgment, compliance with legal requirements, and effect of Department goals and objectives.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, IDOH, School Nurse Consultants, Epidemiology and Preparedness Field personnel, school corporations, health partnership members coalitions, media, boards and the public for purposes of exchanging information or education and rendering service.

Incumbent reports directly to Administrator/Health Officer.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, in local school buildings, and health clinics, involving sitting/walking at will, sitting for long periods, reaching, bending, crouching/kneeling, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, close/far vision, color/depth perception, speaking clearly, hearing sounds, keyboarding, handling/grasping/fingering objects, and driving.

Incumbent is regularly required to work extended hours and/or evenings, occasionally work weekends, and travel out of town for meetings/conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Part time Public Health Education Specialist/School Liaison for the Carroll County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

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Applicant/Employee Signature Date

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Print or Type Name