



## Lake County Community Health Educator

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	1	Non-Exempt

### NATURE OF WORK

This position is responsible for developing partnerships to create healthy, sustainable, systemic opportunities regarding healthy eating, physical activity, and mental well-being in a variety of settings; and creating and disseminating community health information for Lake County. Incumbent identifies needs, researches topics, and develops and delivers educational presentations; attends emergency preparedness meetings; fulfills grant documentation; and performs other public health related duties.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Performs community outreach and education activities, including: creating and disseminating community health communications; promoting public health programs; collaborating with applicable public and private organizations to develop and maintain partnerships; and recruiting, training, and supporting community partners.	Daily 45%	C4
2.	Identifies educational needs and conducts research to plan, develop, conduct, evaluate, and revise health educational programs for public, employee, and related groups; provides evidence-based information and tools to partners.	Daily 35%	C4
3.	Identifies, collects, and prioritizes health information to prepare a variety of reports and related programmatic information including grant reports.	Weekly 10%	B2
4.	Serves as a liaison with employees and external organizations; represents Lake County at a variety of meetings, public events, training sessions, and committees; prepares and disseminates related meeting agendas and minutes.	Monthly 10%	B2
5.	Performs other duties of a similar nature or level.	As Required	N/B

### FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.

### DIRECTION RECEIVED

Work under general supervision, but is provided with clear objectives and standards to coordinate specific areas within assigned program. This level has increased individual responsibility to coordinate the processes.



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### DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others.

### TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Health Education or related field and three years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None.

### KNOWLEDGE REQUIREMENTS

- Public health principles and practices;
- Public health education principles and practices;
- Public speaking principles and practices;
- Reporting principles and practices;
- Computers and related software applications;
- Community structure;
- Community health and human services systems;
- Community outreach methods.

### SKILL REQUIREMENTS

- Conducting community outreach;
- Developing, selecting, and utilizing effective educational materials;
- Stimulating interest and cooperation among various groups in carrying out health education programs or activities;
- Analyzing data and preparing reports;
- Using a computer and related software applications;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents may be subjected to travel.



**Lake County  
Community Health Educator**

CLASSIFICATION HISTORY	
DATE	COMMENT
April, 2021	Draft prepared by GBS (GM)

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.