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## MARQUETTE COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION

**POSITION:** Health Educator

**DEPARTMENT:** Health

**DATE:** 8/1/12

**POSITION PURPOSE:**

The primary purpose of this position is to seek and implement effective measures to reduce the disparity between Marquette County health determinant rates and the State's average rates. This position will utilize the University of Wisconsin Population Health Institute's County Health Rankings and similar data to set goals based on the level of disparity, local need, and the potential for change. The Health Educator will conduct research, establish a strategy, form external partnerships, implement initiatives, and seek grants to support these efforts.

**POSITION IN DEPARTMENT:** Reports to Health Officer

**DUTIES:**

1. Promote an understanding of the Social Determinants of Health and Public Health's role and methods for improving the determinants.
2. Research methodologies based on evidence, science, and best practice and isolate those that perform best in a rural context.
3. Establish strong relationships to move strategies into working models utilizing strengths within the community and the Public Health field as a whole.
4. Collaborate and coordinate planning and service activities with other departments and outside agencies or institutions to achieve integrated and comprehensive programs, avoid duplications and enhance the effectiveness of the public health prevention and health promotion efforts.
5. Identify grant opportunities and lead grant application process to support goals.
6. Play a key role in supporting the Department in its ongoing and systematic assessments of individual and community needs, assessing the distribution of disease and health risks within the community, and monitoring progress towards health goals.
7. Plan and implement public health educational programs, develop criteria, staffing and material requirements to reach program objectives, department goals and to address the public health of defined target groups.
8. Evaluate programs utilizing objective data to measure a program's effectiveness against baseline measurements and pre-established goals and objectives.
9. Identify local data and indicators and develop tools to assure ongoing measurement.
10. Maintain existing and newly established programs through sustainability measures and design.
11. Assist in development and implementation of activities identified through County assessments.
12. Perform other duties as assigned.
13. Some specific topics may include the development of partnerships and programs that will enhance education achievement, increase opportunities for physical activity, increase consumption of healthy foods, create built environments conducive to healthy lifestyles, and enhance economic development.

Other duties **may** include those of a Public Health Nurse if appropriate;

14. Provides screening, testing, education, prevention, investigation and follow up on communicable diseases in accordance with Wisconsin State Statutes.
15. Maintains knowledge and provision of immunization services to all age groups.
16. Identifies individuals requiring nursing services through referral, case finding, outreach, needs assessments, and Healthy People objectives.
17. Conducts comprehensive assessments of client health status in home or clinic setting to identify problems/needs and develops, implements, and evaluates a plan of care addressing prevention, promotion, rehabilitative measures with the involvement of the client and family.
18. Provides public health case management services to county residents.
19. Coordinates services provided by family, agency staff, and other involved community agencies and providers to assist clients in securing medical care and other appropriate community services.
20. Maintains a tracking system and re-evaluates client needs, progress, care plan and ancillary services, reporting progress to the physician and other participants in client care.
21. Maintains adequate records according to statutes, codes, standards, policies and procedures.
22. Coordinates and participates in community health programs: education, screening, outreach, task force groups, coalitions, and schools.
23. Conducts public health clinics (e.g. immunization, flu, cholesterol).
24. Advises supervisor of any problems with or possibility of not meeting contract deliverables with State of Wisconsin in sufficient time for supervisor to address the situation before expiration of contract deadline.
25. Other duties as may be assigned.

### **PRINCIPLE ACCOUNTABILITIES**

1. Ensures that strategy, goals, and evaluation are based on the best science and evidence.
2. Ensures measurement and ongoing monitoring are conducted to track progress.
3. Ensures that the community and key stakeholders are engaged and involved.

If the position supplements Public Health Nurse roles, the following Accountabilities also apply.

4. Ensures the provision of public health nursing services is within the scope of Wisconsin nursing practice and agency public health programs.
5. Ensures that nursing services and related documentation comply with federal laws, state statutes, administrative codes, and policies and procedures.
6. Ensures that nursing services adhere to the nursing process: assessment, care plan development, implementation, and evaluation.
7. Ensures that nursing services are provided in a courteous, confidential, and culturally sensitive manner.
8. Ensures that consolidated contract deliverables which are negotiated with the State of Wisconsin Department of Health and Family Services are obtained in the time and manner required by the contract with the state.
9. Regular job attendance.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Requires a Bachelors degree from an accredited college or university in Community Health Education, Public Health, Education, Nursing (BSN), or other suitably related field.
2. Certified Health Education Specialist (CHES) preferred.
3. Education, Facilitator and/or leadership experience.
4. Education bachelors must be supported with experience relating to health.
5. Bachelors of Science in Nursing must be supported with sufficient public health work experience.
6. Strong written and verbal communication skills preferably with work experience involving citizen and community organizations, private business, and public agencies.
7. Strong background in working with diverse populations and understanding their needs.
8. Proficient in MS Office.

A Public Health Nurse must also have the following knowledge, skills, and abilities;

9. Bachelor degree in Nursing from an NLN accredited school of nursing or a Public Health Certificate and must meet the requirements of HSS 139.08.
10. Comprehensive knowledge and skill in current nursing practice and working knowledge of public health programs and public health sciences.
11. Knowledge of legal limitations and standards of nursing and medical practice in Wisconsin.
12. Ability to work in an environment without an on-site supervisor or physician.
13. Knowledge of community resources and agencies.
14. Knowledge of medical and nursing audits.
15. Ability to implement the nursing process: assessment, problem identification, care planning, intervention, follow-up, and evaluation.
16. Ability to apply time-management skills and ability to prioritize job-related activities.
17. Ability to communicate courteously and politely with persons of varying levels of education, understanding, and values and work with diverse populations in a culturally sensitive manner.
18. Ability to maintain accurate, complete, and legally correct reports on a computer-word processing software system.
19. Ability to communicate effectively both orally and in writing in a timely manner and maintain confidentiality at all times.
20. Knowledge of staff management, training, supervision and evaluation techniques.
21. Ability to demonstrate leadership, independent judgment and critical thinking skills.
22. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.
23. Ability to accommodate flexible scheduling to address program or client needs.
24. Ability to work in a variety of different situation and programs to meet the County's needs.

**PHYSICAL REQUIREMENTS:**

A health educator needs to be physically fit and physically healthy. Must be able to lift and carry 25 pounds. Must be able to move throughout office/clinic/ and community locations.

**SPECIAL REQUIREMENTS:**

1. Bachelors Degree.
2. Current Wisconsin license as a Registered Nurse, Certified Health Education Specialist, or Educator License preferred.
3. Current CPR certification.
4. Current Wisconsin driver's license with access to a motor vehicle on a regular basis.

Attest:

Date:

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Administrative Coordinator

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