

## **Hendricks County**

### **Job Descriptions**

**Title:** Part Time Public Health Education Specialist

**FLSA Status:** Non-Exempt

**Department:** Health Department

**Pay Band:** PAT 4

**Supervisor:** Public Health Education Specialist

#### **PURPOSE OF POSITION:**

The incumbent will assist with coordinating the Hendricks County Health Partnership activities.

#### **ESSENTIAL FUNCTIONS:**

- Assist workgroups in implementing and evaluating work plans for the health improvement priority areas.
- Implement the Hendricks County Health Partnership Communications Plan
- Increase membership and participation in Partnership activities
- Assist with assessing needs, resources and capacity for health education/promotion.
- Research and secure presenters for Partnership Quarterly Meetings
- Research fundraising opportunities, grants or other funding sources
- Serves as a health education/promotion resource person.
- Communicates, promotes, and advocates for health and health education activities.
- Represents the Health Department on coalitions, taskforces and committees.
- Represents Health Department at health fairs, conferences and other events.

#### **NON-ESSENTIAL FUNCTIONS:**

- Other duties as assigned

#### **EDUCATION AND QUALIFICATIONS REQUIREMENTS:**

- Bachelor's degree with an interest in Health Education, Health Science, Health Promotion, Public Health, or School Health Education
- Have a basic understanding of Microsoft Office programs
- Excellent organizational skills
- Be available select evenings and weekends for meetings, events, and other activities
- Be able to communicate orally in public and in writing
- Be able to develop Power Point presentations, flyers, posters, and brochures
- Be personable and work as a team member on projects
- Ability to make presentations in front of large groups
- Ability to effectively organize workload and work independently
- Ability to work in groups and with individuals of varied backgrounds
- Ability to work outside of normal business hours to accomplish departmental goals
- Coordinates and arranges Health Department public health displays
- Attention to detail

- Have reliable insured transportation and may be required to use own vehicle for meetings, events, and other activities
- Ability to maintain a valid Indiana Drivers License

**RESPONSIBILITY:**

The incumbent is responsible assisting with the coordination; planning, and facilitating the continuation and growth of the Hendricks County Health Partnership. Errors in judgment in can result in unsuccessful public health initiatives loss in momentum in the community health improvement activities.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisors, associates in the same department, other county departments, state and federal agencies, Health Partnership members, coalitions, media and boards.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The administrative work is performed in a standard office environment Tasks are varied and require selection of applicable methods and procedures. Errors in work cause loss of time and inconvenience.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Part Time Public Health Education Specialist in the Health Department describes the duties and responsibilities 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\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name