

## CLASS SPECIFICATION

Yuba County

November 2001

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**CLASS TITLE:** Health Education Specialist I/II

**FLSA STATUS:** Non-exempt

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**JOB SUMMARY:**

Provides paraprofessional public health, mental health and substance abuse outreach, educational and related services for community members; provides technical support to the program(s) to which assigned; performs related work as assigned.

**CLASS CHARACTERISTICS:**

This is a specialized class, not trained or licensed as a clinician, but which provides programmatic, client outreach, education and basic counseling in specified health services areas, such as maternal and child care and disability prevention, substance abuse and tobacco control. Incumbents may also perform similar support work in areas of public health, under the direction of a health professional. This class is distinguished from the Health Program Coordinator in that the latter has programmatic responsibilities and may perform assessment, evaluation, intervention and other direct client services. It is further distinguished from Health Educator in that the latter has overall responsibility for one or multiple health education programs.

Health Education Specialist I is the entry level class in this series entailing less complicated public health education tasks, usually in a single program area. Health Education Specialist II is the more experienced class, involving the technical knowledge and ability to independently perform more complex public health education tasks, usually in more than one program area and may serve in a lead capacity to the position of Health Education Specialist I.

**EXAMPLES OF DUTIES:**

**Essential:**

Health Education Specialist I

- Plans and conducts seminars, workshops and a variety of activities to inform and educate the community in public health issues in assigned areas of responsibility.
- Develops and presents prevention programs in schools, social service agencies and County departments; provides individual outreach to community.
- Selects educational and informational audio-visual and printed materials to use with presentations; may develop materials specific to the program and provides for the production and distribution of such materials.
- Prepares bulletin boards regarding program or other health-related subjects; collects display materials and changes displays on a regular basis.
- Provides technical consultation to community groups and coordinates community activities in area(s) of assignment.
- Researches and reviews written materials, articles, journals, newspapers and other print media for information related to assigned programs; performs library research for specific information in programmatic area.
- Confers with representatives of community agencies, public and private groups, educational institutions; represents the department and the County in meetings and presentations.

**Health Education Specialist II** in addition to the above:

- Recruits sites for presentations, workshops and displays; coordinates scheduling of such activities; ensures that participants are notified, that adequate materials are provided, and that information booths are staffed and speakers provided.
- Acts as project coordinator for special projects related to public health education issues; prepares cost estimates, resource requirements, facility layout and develops required publicity and media notification.
- Assists in preparing and administering grant applications for specific programs or projects; prepares action plans and progress reports.
- If qualified, performs basic counseling and referral services for clients.

**Important:**

- Performs a variety of office administrative support duties such as processing mail, maintaining files, preparing records and reports, scheduling meetings, preparing correspondence and maintaining databases.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or County motor vehicle to various work sites.

**QUALIFICATIONS:**

**Knowledge of:**

Principles, practices and activities of the health services program(s) to which assigned.  
Techniques of outreach, education, basic counseling and referral at a paraprofessional level.  
Techniques for educating and modifying behavior of both individuals and groups.  
Resources available in the community for client support and treatment.  
Applicable laws, codes and regulations.  
Computer applications related to the work.  
Techniques for preparing effective visual presentations.  
Standard office practices and procedures, including filing and the operation of standard office equipment.  
Record keeping and report preparation principles and practices.  
Techniques for understanding and effectively communicating with individuals of various cultures and with various types and stages of substance abuse and social or emotional disorders.  
Principles and techniques of making effective oral presentations.

**Skill in:**

Organizing and implementing educational components of public health programs.  
Researching, developing and preparing effective educational and informational materials.  
Performing direct client services, such as assessment and counseling, within specified limits.  
Interpreting, applying and explaining applicable laws, codes, regulations and procedures.  
Maintaining accurate records and preparing accurate and timely reports.  
Using initiative and independent judgment within established procedural guidelines.  
Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.  
Making effective oral presentations to large and small groups.  
Specified positions may require bilingual skills.

**Ability/Physical Requirements:**

- Mobility to work in a typical office, school or clinic setting, use standard office equipment, and to drive

a motor vehicle in order to visit work sites and attend meetings.

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- Vision to read printed materials and a computer screen for prolonged periods of time..
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Attend meetings and/or events outside of normal working hours.

**Licensing and Certification:**

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

**Background:** The minimum and preferred requirements for this position are listed below:

Health Education Specialist I

**Minimum:** Equivalent to graduation from a four year college or university with major course work in a health or social science, health education, psychology or a field related to the work.

**Preferred:** Bachelor's degree from an accredited institution with major course work in a health or social science, health education, psychology or a field related to the work, and some experience providing educational and/or technical services to individuals with mental health, substance abuse or physical health problems.

Health Education Specialist II

**Minimum:** Bachelor's degree from an accredited institution with major course work in a health or social science, health education, psychology or a field related to the work and two years experience providing educational and/or technical services to a difficult client base at a level equivalent to the County's class of Health Education Specialist I OR one year as a Health Education Specialist I.

**Preferred:** Master's degree from an accredited institution with major course work in a health or social science, health education, psychology or a field related to the work; and at least one year of experience providing educational and/or technical services to a difficult client base at a level equivalent to the County's class of Health Education Specialist I. Experience in dealing with individuals with mental health, substance abuse or physical health problems is desirable.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**

Dept Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Personnel Initials: \_\_\_\_\_  
Date: \_\_\_\_\_