

---

Job Code:	3249	Department:	Public Health
Reports To:	Public Health Director	FLSA Status:	Exempt Pay Band: C41
EEO Code:	2-Professional 8-Health	Last Revision:	6/7/17

*The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position*

**Purpose of the Position**

The purpose of the Health Educator is to provide specialized support to specific public health programs by developing health education materials, systematic approaches for their delivery, and evaluations of the program's effectiveness for the Sauk County Public Health Department.

**Education and Experience Requirements**

Required: Bachelor's degree in Community Health Education or another related field  
Valid Wisconsin State Motor Vehicle Operator's License

Preferred: Prior related experience

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

**Essential Duties and Responsibilities**

- Assist in developing and/or redesigning of services to meet the identified public health educational needs
- Survey target population groups and recommend training needs to meet program specific objectives
- Provide leadership in the development, implementation and evaluation of specific educational programs presented to meet identified needs in community
- Serve as an educational and informational consultant to Department staff in the development of specific health education programs, specifically radon, prevention, nutrition and caregiver programs
- Actively participate in Population health initiatives
- Prepare and conduct public health educational programs in a variety of community settings

as an effort to fulfill the Department's goals and objectives

- Prepare and assist in preparation of department's publications
- Develop and/or modify existing media presentations (e.g. newsletters, display and slide presentations)

### **Additional Duties and Responsibilities**

- Participate in the assessment of community health needs and community health improvement planning
- Coordinate Rural Safety Days Camp
- Perform Environmental Health Technician duties as assigned
- Participate in Health and Wellness Steering Committee
- And other duties as assigned

### **Competencies**

#### Ability to Communicate:

Advisory data and information such as educational materials, various manuals, and routine and non-routine correspondence

Verbally and in writing with County personnel, department personnel, children, clients, and the general public

Explain, demonstrate, and clarify to others established policies, procedures, and standards

#### Knowledge of:

Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals

Computer skills, such as word processing, spreadsheets, and design

#### Mental Ability to:

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in

everyday routine and non-routine situations

**Core Value Standards of Behavior**

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

**Physical and Working Environment**

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Safe and comfortable in respects to violence, noise, and disease

**Acknowledgement**

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*