

SENIOR HEALTH EDUCATOR

DEFINITION: Under general supervision, performs professional health education work of considerable difficulty; developing, planning, organizing, implementing and evaluating health education programs; providing consultant services, technical guidance and administrative expertise at community and school levels; serves in a lead capacity over Health Educators; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops and implements a logical scope and sequence plan for health education programs; evaluates total health education programs, work plan, and other services; serves as a consultant and provides assistance and guidance on education content, methods, techniques and materials/media for staff and a wide variety of health programs, disciplines and organizations; serves as liaison to Navajo Nation agencies, health departments, community organizations, and professional groups; provides for the coordination and delivery of health education activities and resources; assists with health screenings; designs and develops educational materials and research instruments.

Develops and organizes in-service training programs; analyzes results and effectiveness of health education programs and materials; monitors and evaluates projects; develops plans to assess achievement of program objectives and coordinate health services; prepares research surveys; writes professional papers and reports; maintains current resources information.

Coordinates and monitors program operations and delivery of health education services; implements and evaluates an appropriate intervention program relevant to consumer needs and concerns and infers implications from findings for future program planning; supervises the activities of subordinates; recommends the selection, promotion and separation of employees; conducts performance appraisals and takes appropriate action when necessary; prepares required reports; conducts and attends meetings and training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of theories, principles, practices and trends of public health education.
Knowledge of training methods, group dynamics and community organizations.
Knowledge of the principles and practices of management and supervision.
Knowledge of anatomy and physiology of the human body system.
Knowledge of epidemiology principles.
Knowledge of medical terminology in both the English and Navajo languages.
Knowledge of services of public health agencies.
Knowledge of community organizations, human behavior and group dynamics.
Knowledge of research and survey methods.
Knowledge of media methods and techniques of preparing and disseminating educational information.
Skill in planning, organizing, implementing, evaluating and administering health education programs.
Skill in program evaluation.
Skill in formulating appropriate and measurable program objectives.
Skill in the use of computers.
Skill in reviewing the work of others.
Skill in public speaking and communicating methods and techniques in providing health information.
Ability to provide health education presentations to various groups and community organizations.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate physical effort in developing and presenting public health workshops and seminars.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Health Education, Health, Behavioral Health, Social Science or related field; and two (2) years health education experience; one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- A Master's degree in Public Health, Health Education or Community Health.
- Certified Health Education Specialist (CHES).
- Membership to National Health Organizations, e.g. American Public Health Association (APHA), Society for Public Health Education (SOPHE).

Supplemental Information:

Persons hired in this position must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate within 90 days of date of hire. Some positions may require additional specific license or certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.