



Position Description

Canton City Public Health
FINAL

Position Title:	HIV/STI Prevention Health Educator			Position #:	934
Working Title:	Health Educator			CS Status:	Classified
Division or Unit:	Nursing			Reports to:	Health Services Coordinator
Employment Status:	Full-time	Pay Grade:	R5	FLSA Status:	Exempt
Funding Source:	STI Prevention Grant				
This position description was last approved by the Board of Health on:				September 19, 2022	
Approved by Canton Civil Service Commission:				September 21, 2022	

Position Summary: Under general supervision, plans, implements, and evaluates health education for CCPH and its programs by addressing community needs through a health equity lens. Collaborates with other community agencies to ascertain health needs, develop desirable health goals, and determine highest need for public health intervention. Develops and maintain cooperation between public, civic, professional, and voluntary agencies.

- Essential Duties and Responsibilities:** 100%
- Provide health and wellness education on the population level.
 - Evaluate, design, present, recommend, and disseminate culturally appropriate health education information and materials with a primary focus on HIV and Sexually Transmitted Infections (STIs).
 - Engage in advocacy for health and health education/promotion.
 - Research subjects and develop presentations for multiple audiences.
 - Conduct in-person and online presentations for multiple audiences.
 - Develop activities to accommodate a variety of learning styles.
 - Collect and analyze data to identify community needs.
 - Maintain knowledge of public health trends.
 - Engage with and serve as a resource to individuals, organizations and the community for matters related to health promotion, healthy lifestyles, injury and disease prevention and other CCPH services.
 - Identify and apply for grant opportunities in related programs and to address CCPH strategic priorities.
 - Track grant deliverables and monitor program progress.
 - Maintain effective communication with program funders.
 - Contribute to assessments of community health status and factors influencing health in a community.
 - Collaborate with community partners to improve health in a community.
 - Serve as CCPH’s community ambassador to promote CCPH’s brand among community members and community agencies at community events.
 - Actively identify audiences and community events in which CCPH should participate. Share information with CCPH leadership to support strong representation of CCPH services at events.
 - Contribute to the development of a vision for a healthy community.
 - Approach all projects through a health equity lens.

Other Duties and Responsibilities:

- Participate in staff committees and workgroups.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Various other duties as assigned by the Health Services Coordinator, Director of Nursing and/or Health Commissioner.

Minimum Qualifications:

- A bachelor's degree in Health Education, Health Promotion, Community Health, School Health Education, Health Studies, Nutrition, Health Behavior, Public Health or related field.
- Valid driver's license or access to reliable transportation with ability to travel up to 50% of the time.
- This position requires cultural competency skills, as the role will serve people from different geographic, racial, religious and cultural backgrounds.
- Strong communication skills, including written and public speaking.
- Ability to collect and organize data for entry into program database(s).
- Ability to describe program overview to others with accuracy, thoroughness and attention to detail.
- Ability to interpret and apply Federal and State regulations, procedures, policies into all aspects of the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Capable of working independently and as part of a multidisciplinary team.
- Must be able to provide exceptional customer service to those being served.
- Ability to hold a flexible schedule; hours will include evening and weekends.
- Individual should embrace the mission, vision and values of Canton City Public Health and harm reduction principles.

Preferred Qualifications:

- Certified Health Education Specialist (CHES).

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1B1, 1B2, 1B3, 1B4, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10, 1B11, 1B12, 1A13, 1B14, 1B15
- Policy Development and Program Planning Skills: 2A1, 2B2, 2B3, 2A4, 2B5, 2B6, 2B7, 2B8, 2B9, 2B10, 2B11, 2A11, 2B13
- Communication Skills: 3C1, 3B2, 3C3, 3C4, 3B5, 3C6, 3B7, 3B8
- Cultural Competency Skills: 4B1, 4B2, 4B3, 4C4, 4C5, 4B6
- Community Dimensions of Practice Skills: 5C1, 5C2, 5B3, 5B4, 5B5, 5B6, 5B7, 5C8, 5C9, 5C10, 5C11
- Public Health Sciences Skills: 6B1, 6A2, 6B3, 6B4, 6B5, 6A5, 6B7, 6B8, 6A8, 6B10
- Financial Planning and Management Skills: 7A1, 7B2, 7B3, 7A4, 7B5, 7A5, 7B7, 7B8, 7B9, 7A9, 7A10, 7A11, 7A12, 7A13, 8A14
- Leadership and Systems Thinking Skills: 8A1, 8B2, 8B3, 8B4, 8A5, 8A7, 8B9, 8B10



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Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1B2, 1B3, 1B4, 1A5
- Accountability: 2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2A8
- Equity, Ethics and Fairness: 3B1, 3B2, 3B3, 3B4, 3B5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

- Work Environment:**
- This position works 50% in a climate-controlled office to prepare program materials; 50% of the work will also be delivering health education to various audiences in various environments.
 - This position requires weekend and evening hours to attend community events.
 - Must be able to sit and stand for long periods of time.
 - Be able to stand, bend and stretch to access various physical filing systems.
 - Able to type on keyboard with accuracy and speed.
 - A person in this position will be expected to respond to public health emergencies and perform similar administrative duties.
 - Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it to achieve the above descriptions.

Approval: This position description was approved by the Board of Health on: **September 19, 2022**

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name