

POSITION DESCRIPTION
COUNTY OF JACKSON, INDIANA

POSITION: Public Health Educator/Preparedness Coordinator assistant
DEPARTMENT: Jackson County Health Department
WORK SCHEDULE: 8:00 AM – 4:30 PM, M-F, Flexibility in scheduling is required.
JOB CATEGORY: PAT

DATE WRITTEN: May 2024 STATUS: Full-time
DATE REVISED: FLSA STATUS: Non-exempt

Under the direction of the department Administrator, the Public Health Educator is responsible for developing, implementing, and sustaining educational programs for the citizens of Jackson County. As preparedness coordinator assistant you are responsible for working hand in hand with the preparedness coordinator on all functions assigned by the Indiana Department of Health and be prepared to serve as coordinator in the absence of the primary preparedness coordinator.

DUTIES:

- Promote and educate on health department services and activities via health fairs, community events, and awareness campaigns, with the aim of spreading information, increasing awareness, and promoting positive health behaviors in various community settings such as schools, workplaces, and community organizations.
- Responsible for harm reduction programming in the health department including distribution of safe use kits and Narcan. Assists Public Health Nurse testing program.
- Participate in collaborative endeavors aimed at supporting educational requirements and initiatives in various fields, including Food Protection, Environmental Safety, School Safety/Health, Disease Prevention, and other specified public health topics.
- Provide health counseling and support to individuals, families, or communities, providing guidance on healthy behaviors, disease prevention, and accessing healthcare services.
- Advocate for policies and regulations that support public health initiatives, participating in policy development, and promoting evidence-based practices to improve community health outcomes.
- Serves as the host/contact in the development of social media campaigns in cooperation with other JCHD staff for submission to social media outlets (Facebook, radio, print, etc.) which might include the development or compilation of subject matter. Manages the social media accounts with the supervision of the administrator and preparedness coordinator.
- Presents lectures and training to groups, individuals, and/or the public on health-related topics. Represents health department at health fairs, conferences, and other community outreach events.
- Represents health department on coalitions, task forces and committees by coordinating and facilitating Jackson County Health Department community partnerships.
- Responsible for tobacco and vaping prevention and cessation programs within the community, chronic disease education programs and assists with community outreach.
- Assists in planning and participates in emergency preparedness activities such as drills, mass prophylaxis clinics, and education regarding man-made and natural disasters. Acts as the Public Health Emergency Preparedness Coordinator in the absence of the primary preparedness coordinator.
- Assists primary preparedness coordinator in acquiring and maintaining inventory of emergency supplies, equipment, and resources.
- Performs all other duties as assigned, including overtime as required.

JOB REQUIREMENTS:

- Bachelor’s degree or equivalent level of practical experience and education.
- Possess a valid driver’s license.
- Ability to understand and follow oral and written instructions and maintain strict confidentiality of health department information.
- Ability to maintain accurate records and properly use standard office equipment including computer, printer, telephone, copier, fax machine and scanner.
- Strong verbal and written communication skills to effectively convey health information to diverse audiences.
- Strong interpersonal skills to work as part of a team and build relationships with community members, stakeholders, and partner organizations.
- Proficiency in data analysis, evaluation methods and basic statistical techniques.
- Ability to effectively organize workload and set priorities. Ability to work on several tasks at the same time, often under time pressure/deadlines, and complete assignments effectively with frequent distractions and interruptions.
- Gain NIMS proficiency and compliance. Incident Command Systems IS 100-400, IS 700, 702, and IS 800 certifications within one (1) year of employment.
- Register for access to the IDOH Data Center Portal and access to IDOH reporting systems. Participate in training and educational opportunities when they are offered by IDOH or other partnering entities.

RESPONSIBILITY: Reports to administrator in advance schedule of weekly/monthly planned activities

PERSONAL AND WORK RELATIONSHIPS: Maintains frequent contact with co-workers and community partners in administering education on public health topics.

PHYSICAL EFFORT AND WORK ENVIRONMENT: Performs duties in a standard office environment sitting for long periods, walking/standing for long periods, lifting/carrying objects weighing under 25 pounds, crouching/kneeling, handling/grasping objects, walking up/stairs, hearing sounds/communication, close and far vision. Occasionally works extended evenings and/or weekend hours and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Public Health Educator/Preparedness Coordinator assistant for the health department describes the general duties and responsibilities for employment 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