

Job Title: Community Health Educator
Department: Health & Human Services
Classification: 9
Reports to: HHS Supervisor
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Not available
Union: Yes
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position promotes, maintains, and improves community health by assisting communities to adopt healthy behaviors. Identifies community needs through data collection and collaborates with coworkers and community partners to create and implement strategic plans to improve community health. This position also writes, manages, and evaluates multiple grants.

Communicates with:

Internally – All HHS staff.

Externally – State/county/city entities and public.

Supervision:

None

Essential Work Functions:

- Oversees the planning and resource allocation for Public Health emergency preparedness. Collaborates with stakeholders to develop and implement response plans, conducts drills, and ensures a quick and effective Public Health response to emergencies to enhance community safety.
- Collaborates with fellow community health educators and community partners to focus on planning and implementing initiatives like workshops and outreach programs. providing community support through resource allocation and ensuring timely completion of specified objectives. Works with stakeholders to implement initiatives promoting health equity, engages with the community, and keeps track of the impact of interventions. Emphasizes teamwork to complete grant deliverables effectively.
- Serves on the Morrison County Public Safety Group, working with local stakeholders to improve public safety. Conducts audits of Morrison County First Response Teams, checking their operations and readiness. Provides feedback for ongoing improvement to ensure effective emergency response in the community.
- Conducts routine tobacco compliance checks at different establishments, making sure they follow regulations. This includes checking age verification processes, ensuring proper signage, and confirming compliance with local and state tobacco laws. Works with authorities to address any issues, provides education on compliance, and keeps records of inspections.
- Collaborates with community partners through grants and coalitions, working together on shared goals and priorities. Facilitates joint projects, allocates resources, and maintains effective communication among partners. Participates in coalitions to address community needs collectively, attending meetings and events to strengthen relationships and contribute insights.

- Conducts health assessments within the community, collecting and analyzing data on various health indicators. Presents comprehensive findings to stakeholders, highlighting key insights and trends. Utilizes the analyzed data as a foundation for developing strategic plans aimed at addressing identified health needs. This process involves collaborating with community members, healthcare professionals, and organizations to create targeted initiatives and interventions that contribute to the overall improvement of community health.
- Manages applicable grant duties and ensures compliance with grant requirements, maintains documentation, and evaluates the impact of activities.

Other Work Functions

- Performs related work as required.
- Coordinates with other positions within the department for client services.
- Attends continuing education and training opportunities.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in business, liberal arts, history, social science, education, or general science area.
- Three (3) years of experience is required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- Knowledge of providers within the community and services available to clients.
- Knowledge of laws, rules, statutes and regulations pertaining to public health.
- Knowledge of reporting requirements.
- Knowledge of grant writing and grant compliance.
- Working ability to work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services.
- Ability to work constructively in the development and coordination of community resources to meet special needs.
- Ability to manage time productively.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment			X	
Sitting, standing			X	

Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Up to 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Travel		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

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

Employee Name: _____

Employee Signature: _____ Date: _____