



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 694.2

Job Title: **PUBLIC HEALTH EDUCATION TECHNICIAN**

Pay Grade: 10

GENERAL SUMMARY:

Assists in providing specialized health education to health center clients. Provides technical assistance for health fairs and special projects.

RESPONSIBILITIES:

- Assists the educator in scheduling clinic education, registering patients, directing patients to the classroom, and conducting pre/post tests.
- Assembles pamphlets of information for patients in-house and in the community. Maintains reference files on health information.
- Distributes brochures in the clinic, community and health fairs. Assists in inventorying and reordering brochures each month.
- May provide education services to new and return patients in absence of the educator.
- Ensures all audiovisual equipment and supplies are inventoried and secured.
- Networks with community agencies and makes referrals.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

One year of clerical or administrative experience with public contact in a medical clinic, hospital or other health care facility is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Public Health Education Technician

Effective Date: October 1990

Revised Date: October 1998