



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 696.2

Job Title: **PUBLIC HEALTH EDUCATOR**

Pay Grade: 14

### **GENERAL SUMMARY:**

Provides specialized health information, knowledge and skills to various community groups and the general public.

### **RESPONSIBILITIES:**

- Plans, organizes, and develops health education programs that meet community needs.
- Collects data and performs research to assist in developing, pretesting and evaluating health related education techniques and/or materials.
- Schedules and presents health education programs/seminars for community and private sector groups.
- Establishes and maintains a close working relationship with the community and private sectors through advisory and committee participation.
- Prepares or assists with the preparation of health education pamphlets, visual aids or special projects.
- Interprets health education programs and services of the department to the community and private sector.
- Assists with Public Health Educator staff development.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Education, Behavioral Science or a closely related field such as Public Health.

#### **EXPERIENCE:**

No experience is required.

Directly related professional experience in Public Health, Education or a closely related field may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some 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 and occasionally with professionals and supervisors. 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 requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **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 are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

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

### **MISCELLANEOUS:**

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

### **JOB FAMILY:**

Public Health Educator  
Senior Public Health Educator  
Chief Public Health Educator

*Effective: October 1990*

*Revised: March 1992*