



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 696.3

Job Title: **SENIOR PUBLIC HEALTH EDUCATOR**

Pay Grade: 18

### **GENERAL SUMMARY:**

Plans and organizes various health education activities. Provides specialized health information, knowledge and skills to various community and private sector groups.

### **RESPONSIBILITIES:**

- Plans, develops, implements, and evaluates specialized health education demonstrations, activities and/or programs in the clinic and within the community. Typical programs include CPR, maternal/infant care, and cancer prevention/breast self-examination.
- Coordinates local and national health observance programs for community.
- Targets and promotes specific preventive campaigns/health fairs; e.g., immunizations, measles outbreaks, encephalitis, etc.
- Plans, conducts and evaluates in-service training programs on health education.
- Coordinates section/unit activities with other agency or departmental health education programs.
- Previews and evaluates new health education pamphlets, visual aids, teaching materials, etc.
- Explains health education programs and services of the department to the community and private sectors.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

Two years of experience in Public Health, Education or a closely related field are required.

A Master's degree in Education, Behavioral Science, or closely related field such as Public Health may be substituted for the above requirements.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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  
Public Health Education Chief

*Effective: October 1990*

*Revised: March 1992*