

Middletown, CT Job Description

Classification Title	Community Health Educator
Job Code	
Department	Health
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to plan, implement, evaluate and coordinate health education and OSHA programs. Acts as the City's OSHA Training & Compliance Officer. ~~The work is performed under the direction of the Director of Health/Vital Statistics.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, administers, implements and evaluates health education and disease prevention programs. Develops concepts and teaching techniques to reach appropriate populations. Prepares and develops strategies based on age-appropriate and developmentally based objectives.
- Conducts in-service training for City personnel and other professionals. Develops, implements, administers and conducts blood borne pathogen, hazardous chemical and other OSHA programs for police and fire personnel, teachers, nurses and other municipal personnel. ~~Coordinates OSHA Confined Spaces Training programs. Is designated as the City's OSHA Compliance Officer. Acts as OSHA compliance representative for City.~~
- ~~Research, prepare and compose grants for health education and OSHA programs. Responds to request for proposals. Promotes and delivers public health presentations. Acts as Public Information Officer for Health Department.~~
- Develops, implements and monitors policies for pathogens. Negotiates and works with outside agencies to develop exposure policies.
- ~~Analyze and recommend chemicals for use in the workplace.~~
- ~~Serves as a liaison between municipal departments, government agencies and employees. Acts as a resource for and conducts presentations for schools, organizations, individuals, municipal departments and employees and local, state and federal agencies.~~

Middletown, CT Job Description

Classification Title	Community Health Educator
Job Code	
Department	Health
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Conducts studies and surveys to assess and prioritize public health needs; performs statistical evaluations based on mortality and morbidity rates.
- ~~Implements, coordinates and administers a variety of health and prevention programs including AIDS outreach program, health and fitness membership programs; Middletown SAFE Kids project, Tools for Schools program, radon testing and mitigation program, City rabies clinic. Plans, coordinates and implements public health screenings. Coordinates teen life conference.~~
- ~~Supervises student interns, volunteers and grant employees.~~
- ~~Coordinates and hosts department radio health information program. Prepares and records public service announcements; coordinates and coordinates employee wellness newsletter.~~
- ~~Prepares a variety of reports, evaluations and correspondence; prepares news releases and feature articles for publication.~~
- ~~Organizes and maintains files on casework inspections and educational activities. Establishes and maintains reference files on public health information including video and audio library.~~
- ~~Serves as Public Information Officer for the Health Department and as part of the City's Emergency Response Program. Serves as chair for employee and community health committees. Serves on Safety and Safety Inspection Committees; Serves on Mayor's Safety Committee and Safety Inspection Committee; represents the Director at meetings and other functions.~~
- ~~Administers City's no-smoking program including policy development and enforcement. Responds to and investigates emergencies and complaints regarding OSHA regulations, smoking and other health concerns.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Health Education or a related field and at least with five years of health education experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Middletown, CT Job Description

Classification Title	Community Health Educator
Job Code	
Department	Health
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

Appropriate education substitutions can be made.

Other

- ~~Candidate must be able to obtain certification for bloodborne pathogens, and Emergency management Public Information Officer. Valid Connecticut Driver's license required.~~ Certified Health Educator.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~
- Requires the aAbility to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, tests, analyses, records, brochures, press releases, manuals, curriculum materials, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments and employees, health and social agencies and organizations, schools, health professionals, the media and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and utilize descriptive statistics.~~
- Knowledge of OSHA regulations, policies and procedures
- Knowledge of best public health practices
- Ability to Relate to and interact with a non-traditional and diverse student and employee population

Middletown, CT Job Description

Classification Title	Community Health Educator
Job Code	
Department	Health
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

Middletown, CT Job Description

Classification Title	Community Health Educator
Job Code	
Department	Health
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Ssatisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, projectors, video camera, tape recorder and radio equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Middletown, CT Job Description

Classification Title	Community Health Educator
Job Code	
Department	Health
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is slight and poses a moderate limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/28/15
Dates revised	