BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, develop, implement, coordinate and evaluate student education programs relating to a wide variety of preventive health-care. Provide health education information to students, faculty and staff through written information, class presentations, workshops, awareness campaigns and individual health education counseling; maintain current resource files on various health topics.

REPRESENTATIVE DUTIES:

1. Develop goals, objectives and operational plans; coordinate activities with campus and community organizations.

2. Provide health education information to students, faculty and staff through written information, class presentations, workshops, awareness campaigns and individual health education counseling; maintain current reference files on a variety of health related topics and organizations.

3. Recruit and train student volunteers to assist in various Health Services-related events; serve as an advisor and a speaker for student clubs and organizations.

4. Promote Student Health Services to college and high school students as requested by conducting classes or participating in events such as Senior Day and Career Day.

5. Create, develop and implement awareness campaigns such as the Great American Smoke Out, Drug and Alcohol Awareness Week, National Condom Week and World AIDS Day; organize the annual health fair and motivate students and staff to participate in fund-raising events.

6. Participate as a guest speaker for various classes on campus including Human Sexuality, Sociology, ESL, Math and Health classes, research topics and design lectures to maximize student participation.

7. Organize a health newsletter for the students and faculty on campus; research and write articles and organize the printing and distribution of the newsletter.

8. Attend a variety of meetings and conferences to network with other health educators. Obtain new ideas and stay current with changes in the health field; participate in a variety of committees on and off campus.

9. Maintain coverage of the health office including answering the telephone, making appointments, assisting office visitors, responding to inquiries, filling out reports and providing basic first aid.

10. Operate a variety of equipment utilized in a medical clinic.

11. Prepare and maintain a variety of records and reports related to assigned activities.

12. Review, update, evaluate and order health education materials for Student Health Services as needed; prepare and maintain a variety of displays on campus regarding health services.

13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:

1. Health education including mental health, sexually transmitted diseases, nutrition, substance abuse, family planning and other related health issues.

2. Oral and written communication skills.

3. Public speaking techniques.

4. Policies and objectives of assigned programs and activities.

5. Operation of equipment utilized in a medical clinic.

6. Record-keeping techniques.

7. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Provide health education information to students, faculty and staff through written information, class presentations, workshops, awareness campaigns and individual health education counseling.

3. Work effectively with administrators, staff, students and faculty.

4. Develop and distribute health promotion materials.

5. Communicate effectively both orally and in writing.

6. Establish and maintain cooperative and effective working relationships with others.

7. Maintain records and prepare reports.

8. Maintain current knowledge in the health services field.

9. Analyze situations accurately and adopt an effective course of action.

10. Plan and organize work.


12. Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in health education or related field and three years experience as a health educator working with a large diverse population.
WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate office and medical equipment.
3. Seeing to read various materials.
4. Sitting or standing for extended periods of time.
5. Reaching overhead, above the shoulder and horizontally.

HAZARDS:
1. Possible contact with blood and other body fluids.

DATE APPROVED: MARCH 1, 1999
RANGE: N-59
EEO-CATEGORY: H-30