

JOB DESCRIPTION



JOB TITLE: Health Educator

REPORTS TO: New Morning Grant Coordinator

EMPLOYMENT CLASSIFICATION: Full Time, Exempt

EXPOSURE CLASSIFICATION: Category III The normal work routine involves no exposure to blood, body fluids or tissues. Persons who do these duties are not called upon as a part of their duties, be asked to help with clean up, patient care, laboratory or other similar procedures where exposure may occur.

QUALIFICATIONS: Requires a Master's degree in public health, health education, nutrition, or related field supplemented by two years of experience in health education, diabetes education, programming planning and implementation. Certification as a health education specialist and/or diabetes educator is preferred. Must possess a valid South Carolina driver's license.

PHYSICAL REQUIREMENTS: Must possess ability to communicate in the dominant language of the geographic region. Must be able to lift 30 pounds. Vision and hearing corrected to within normal limits is required. Must be independently mobile.

JOB FUNCTIONS:

1. Develop, implement and maintain appropriate general health education teaching plans and educational tools that is inclusive of family planning for FHC patients and the general community.
2. Design and implement assessment forms, educational record forms, provider referral forms, pretest-posttest questions, behavioral goal forms and provider feedback forms.
3. Plan and manage all FHC sponsored health education activities in the community as it relates to the Choose Well Initiative.
4. Assess the needs of FHC patients and the community at large to identify areas of focus for FHC health education efforts as it relates to the Choose Well Initiative.
5. Develop and perform the activities of outreach health programs as it relates to the Choose Well Initiative.

6. Evaluate the health education component of the Choose Well Initiative for effectiveness and make modifications as necessary to meet the needs of the patient.
7. Refer patients to FHC personnel as appropriate to assist them with various aspects of their healthcare.
8. Prepare reports on all health education programs as required, presenting as required.
9. Perform job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.
10. Perform other duties and assume other responsibilities as apparent or as delegated to you.

PERFORMANCE CHARACTERISTICS:

Knowledge of Job: Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described in employee's job description.

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

Attendance: Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

Judgment: Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.

Relationships with Others: Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

Safety and Housekeeping: Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.