

Job Posting

August 16, 2024

Position Title: Health Educator Technician, Part-Time
Pay Rate: \$15.88 per hour
Division: Prevention (Chippewa County Health Department)
Union: Non-union/Non-Exempt Position-Part-Time

JOB SUMMARY:

Under the supervision of the Health Officer, works closely with the Health Educator/Tobacco Control Coordinator to deliver evidence-based programs to Chippewa County youth and adults in a variety of settings. Coordinates community resources related to substance use disorders. Plans and participates in community and school-based awareness events.

EDUCATION, TRAINING, EXPERIENCE, CERTIFICATION/LICENSURE:

Education: Minimum of a High School diploma or equivalent. Ability to obtain certification as a Certified Prevention Specialist within 24 months of employment.

Experience: One year in a health promotion/education capacity, preferred.

Other Requirements: Possession of a valid Michigan driver's license and vehicular insurance. Position requires travel around Chippewa and other Counties; reliable transportation necessary. Ability to exercise good judgment in appraising problems and making decisions. Ability to prepare and maintain accurate records and reports. Ability to work effectively with the public and other employees.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

ESSENTIAL FUNCTIONS:

1. Works with school administrators within Chippewa County to implement classroom-based health education for middle and high school students.
2. Works with area organizations to implement evidence-based programming to area adults.
3. Completes pertinent training related to evidence-based programs.
4. Delivers evidence-based curriculum to elementary, middle and high school students in a classroom setting.
5. Participates in community and school awareness events.
6. Assists in establishing and maintaining close cooperative working relations between area agencies that contribute to health education.
7. Prepares, selects and distributes health education materials.

8. Prepares and maintains reports for delivered programs.*

*This is not a complete list of job functions.

OTHER FUNCTIONS:

During a public health emergency, the employee may be required to perform duties similar to, but not limited to those in his/her job description.

Recognizes that positive employee relations are a necessary precedent for positive client relations. Provides assistance when seeing another in need. Contributes to the team effort of providing superior customer service to enhance the image of the Health Department. Refrains from holding negative conversations about duties, assignments, co-workers and clients. Adheres to Health Department telephone courtesy standards for answering, placing and transferring calls, as well as general telephone use. Does not allow personal telephone calls or visitors to interfere with telephone responsibilities, public encounters or customer courtesy to others. Demonstrates an effort to assure that customers/clients wait in definite expectations of when and how they will be served. Professionally addresses others (smile, eye contact, voice, posture, grammar, grooming, and dress). Responsible for promoting and securing potential clients and referrals.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

PHYSICAL REQUIREMENTS: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Prolonged periods of sitting and standing
- Ability to enter and access information using a computer.
- Ability to carry and use equipment, such as computers and audiovisual equipment, weighing up to 40 lbs.
- Bends and stoops to access office files and place and retrieve items from storage units.

WORKING CONDITIONS

- Significant travel to various destinations within assigned work area.
- Frequent exposure to inclement weather conditions.
- Irregular work hours
- Works in office conditions and travels throughout Chippewa and other counties to community locations.
- Exposure to environmental hazards.

Interested applicants should submit a letter of interest, application and/or resume to Jill Schaefer, Executive Assistant, 508 Ashmun Street, Suite 120, Sault, MI 49783. Applications can be found at www.chippewahd.com. EOE