

STEPHENSON COUNTY HEALTH DEPARTMENT

10 WEST LINDEN STREET

FREERPORT, IL 61032

JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF COMMUNITY HEALTH EDUCATION

PROGRAM: COMMUNITY HEALTH EDUCATION

RESPONSIBLE TO: PUBLIC HEALTH ADMINISTRATOR

EMPLOYMENT: FULL TIME AT 35 HOURS PER WEEK

SALARY RANGE: \$40,000-\$50,000/YEAR DEPENDING ON QUALIFICATIONS

REQUIRED EDUCATION & EXPERIENCE:

- Minimum of a bachelor's degree in public health, community health, health education, or related field that includes coursework in program planning, implementation, and evaluation.
- Certified Health Education Specialist or Master Certified Health Education Specialist

ALSO REQUIRED:

- A valid driver's license.
- A personal vehicle to carry out required duties when other means of transportation are not available.
- Auto liability insurance.

MAJOR DUTIES AND RESPONSIBILITIES:

- With direction, performs responsible consultative and promotional work in planning, implementing, coordinating, and evaluating a comprehensive public health education program in the areas served in Stephenson and Carroll Counties.
- Plans, organizes, and conducts speaking engagements on various health education topics for community groups, schools, and professional organizations in Stephenson and Carroll Counties.
- Serves as a resource person to staff of both health departments and voluntary and official agencies to assure that a coordinated and effective health education component is incorporated in all services delivered to clients, patients, and the public.
- Coordinates ordering supplies and materials for health education programs.
- Plans, organizes, and assists other staff in organizing health promotion activities such as health fairs, health screenings, and similar events.

- Serves as program coordinator for initiatives such as colorectal cancer prevention, suicide prevention, tobacco/vaping control and education, health coaching, STD and teen pregnancy prevention, and other initiatives as assigned.
- Serves as public relations person for press releases, social media posts, interviews, and health literacy quality assurance.
- Participates and chairs various community coalitions as needed.
- Serves as consultant and resource for needs assessments, data collection analysis, and program evaluation techniques and practices.
- Develops, submits, and monitors grants and grant applications including budgets.
- Adheres to all grant reporting requirements.
- Assists with all health communication and health literacy practices.
- Participates as a member of senior staff.
- Assists with emergency, epidemic, and pandemic surveillance/response activities as necessary.
- Abides by and maintains the health departments HIPPA and privacy policies.
- Adhere to all internal SCHD policies and procedures.
- Performs other duties as required or assigned.
- Travel may be required as needed.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Requires strong knowledge in evidence-based program planning, implementation, and evaluation.
- Requires strong knowledge and ability to complete a comprehensive needs assessment.
- Requires knowledge of, and appreciation for, the racial, social, and cultural characteristics of diverse populations, and the effect income and educational levels have on health status.
- Fluent in Windows 365.
- Requires leadership skills and ability to enlist active participation of diverse health professionals, consumers, and community groups on health promotion and disease prevention initiatives.

Interested applicants should submit a cover letter and resumes to Kerry Whipple, Stephenson County Health Department, 10 W Linden, Freeport, Illinois 61032 or email kwhipple@stephensoncountyil.gov