



Eastern Band of Cherokee Indians

Job Description

Position ID Number: 922243001	Last Revised: 02/26/2018
Position Title: Health Educator	Department: Tsalagi Public Health
Reports to: Manager ,Tsalagi Public Health	Division: PHHS

- Primary Function:** The primary functions of the Health Educator are to:
- Be responsible for the development and administration of health education programs for the Tsalagi Public Health Program.
 - Identify Community needs for health education and injury prevention.
 - Supervise health education staff while in the field or presenting public health information.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Assess the health needs of the community.
- Plan, develop, organize, and coordinate, health education programs and activities to meet the needs of the community.
- Evaluate the effectiveness of the programs and the educational materials.
- Monitor cost effectiveness, and prepare grant and budget proposals for new and continuing health education and related health programs.
- Develop the policies, procedures and protocols for health related public relations and media interfaces.
- Assess public health education needs, design or redesign programs and establish program priorities; supervise the collection of data necessary to identify problems and design health education programs.
- Present health education programs to the community, staff, Health Board, Tribal council or any other branch of EBCI as requested.
- Provide technical assistance to employees and community groups on health education issues and activities.
- Interpret legislation regulations, administrative policies and procedures.
- Make sound health education/implementation recommendations to the Manager of Tsalagi Public Health, PHHS Secretary, Tribal Health Board, and Tribal Council.
- Develop and maintain strong partnerships with EBCI Tribal Government departments and other agency partners at local, State, and Federal levels.
- Implement Servant Leadership in the conduct of Department administration and activities.
- Assure input from and communication to the Tribal community on Public Health issues, programs, and services in coordination with the Tribal Health Assessment and Improvement Process.
- Assure inclusion of and respect for Cherokee traditions and values in all functions of Tribal Public Health.

Education /Experience:

- Bachelor of Science degree from an accredited college or university in Public or Community Health Education and at least one year of employment experience in health education or health services required; or Certified Health Education Specialist required.
- Master's Degree from an accredited college or university in a public health discipline or a field related to Public Health other than listed above, and at least three years of employment experience in health programs or health services required.

- A valid NC driver's license is required.

Job Knowledge:

- Thorough knowledge of community health problems, existing methods of intervention and control and the health education needs of various target groups;
- Thorough knowledge of the principles of health education including program planning and evaluation;
- Thorough knowledge of best practice health education methods and materials including teaching methods and curriculum development;
- Thorough knowledge of publicity and media practices and procedures;
- Working knowledge of principles of educational and social psychology;
- Working knowledge of the philosophy, concepts, and principles of public health;
- Working knowledge of the functions and services of local community health agencies and community organizations;
- Working knowledge of grant proposal writing and fiscal management;
- Some knowledge of the principles and practices of supervision and training;
- Ability to use effectively standard business computer applications, including email, internet, budgeting and management software, mobile telephones, and social media.
- Ability to effectively communicate, orally and in writing.

Responsibility for Accuracy:

This position requires a high degree of accuracy and transparency to preserve and advance the public's health and be effective in the prevention of illness and disease.

Complexity of Duties:

This position exercises a great deal of independent judgment and initiative based upon Tribal, state, and federal laws, policies, and regulations, and PHHS policies and directives. Supervision is provided to administrative, professional, paraprofessional, technical, and clerical subordinates. Work is done under the general supervision of the Manager of Tsalagi Public Health Program, Director of Public Health, and Secretary of PHHS, which reviews work through analysis of program achievements and performance evaluations.

Contact with Others:

High level of day-to-day interaction with organizational superiors, peers, subordinates, both face-to-face and virtual.

Confidential Data:

Responsible for managing HIPAA-protected information while conducting Public Health activities.

Mental /Visual /Physical Effort:

High degree of mental effort in daily activities. Visual skills required for most job activities including but not limited to computer and mobile telephone use, meeting conduct and organization, document review, and driving. May require mild to moderate intermittent lifting; driving a vehicle; and visiting outdoor sites.

- Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

Environment:

General work environment is indoors, in an office building, and may include clinical facilities. May include motor vehicles for limited periods or outdoor exposure for Public Health investigations and related reasons.

Extent of Supervision:

Supervision provide by the manager of Tsalagi Public Health.

Resourcefulness And initiative:

High degree of resourcefulness and initiative, persistence and dedication to task required for, innovation and quality improvement funding sources for health education initiatives, and

engagement of public and elected officials.

Responsibility for Responsible for oversight of tracking, management, obtaining and disposing of equipment.

Safety /equipment: Responsible for oversight of Departmental facility, vehicle and overall staff safety practices.