

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: HEALTH EDUCATOR I

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide health education and information to the public. Duties and responsibilities include providing public education about various health issues, coordinating/conducting classes and community educational events, maintaining a resource library, distributing news releases to media, preparing documentation and maintaining records, and performing other duties as assigned. Reports to the Health Educator II.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and coordinates educational programs pertaining to various health-related topics or targeted to specific audiences; provides education on topics such as tobacco risks, healthy lifestyle, senior citizen programs, industrial health, bioterrorism related issues, summarization of Health Department services, or other health or safety related subjects.

Conducts/coordinates educational activities/events such as classes, seminars, exhibits, booths, displays, bulletin boards, teacher in-services, student projects, individual counseling, or other activities.

Participates in various committee/community events/activities as appropriate; attends various meetings; provides information and assistance.

Acts as Public Affairs Representative in matters involving the media; prepares/distributes news releases and public service announcements to the media.

Identifies potential funding sources; obtains and utilizes funding for health education purposes.

Plans and conducts fire and other emergency drills at Health Department clinics; compiles a report following the drill and submits to the appropriate department.

Obtains program evaluations; analyzes and evaluates results; uses input to modify programs as appropriate.

Prepares, maintains, and/or distributes a variety of educational materials; provides educational materials to the public.

Maintains resource library of books, videos, or other educational materials; maintains records of materials loaned to clients.

Maintains inventory of departmental supplies; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement materials.

Prepares or completes various forms, reports, correspondence, calendars, charts, graphs, booklets, educational materials, news releases, public service announcements, or other documents.

Receives various forms, reports, correspondence, educational materials, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, desktop publishing, PowerPoint, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains records of work activities and department files.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Communicates with supervisor, employees, other departments, the public, the media, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive knowledge of community health issues and county health programs/services; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Always responds to and reports immediately if called upon by local, regional, or central office supervisors, as part of a coordinated emergency response by the Department of Health.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Health Education or closely related field; supplemented by one (1) year previous experience and/or training involving community health education, training/educational techniques, and public interaction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of an automobile, personal computer, and general office equipment used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret statistical results, and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Teaching
Surface: Hard (concrete with tile)
Estimated Total Hours: 20 **Maximum Continuous Time:** 5

2. SITTING

Tasks: Desk work
Estimated Total Hours: 15 **Maximum Continuous Time:** 2

3. LIFTING/CARRYING

Objects: Crate with materials (scales, paper, etc.), pamphlets, and/or packages

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Crate with wheels and handle, cart
Height of hands above floor during push: waist level

5. CLIMBING

Tasks: Retrieving items from storage closet
Device: Step ladder with side handles
Height: 3 feet off floor
Frequency: 1 time a week

6. BENDING/SQUATTING/KNEELING

Tasks: Exercise demonstration
Frequency: Weekly

7. REACHING

Tasks: Miscellaneous

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Weekly	Seconds	<10 lbs
21-36"	----	----	----	----

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>80</u> % of time
Outside	<u>20</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping	X	
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date