

## HEALTH EDUCATION ASSISTANT I

### **Definition:**

Under close supervision, and in a learning capacity, assists with the routine phases of community health education work; prepares public information materials and visual aids; and assists with the preparation and delivery of presentations to community groups.

### **Distinguishing Characteristics**

Health Education Assistant I is the entry level in the flexible classification of Health Education Assistant I/II. Incumbents participate in the routine phases of community health education work, which broadens in scope and variety as more training is received.

Those incumbents who successfully complete training and meet the employment standards for Health Education Assistant II may be promoted without further examination, subject to recommendation by the department head, and approval by the Director of Personnel.

### **Essential Functions:**

- Assists in assessing community health education needs, and in developing, planning, organizing and evaluating community health promotional activities, which may include special events in conjunction with community celebrations, workshops, seminars and discussion groups.
- Assists in identifying and contacting community leaders to promote health education services; informs target community groups about health education programs and services.
- Assist in organizing and conducting educational presentations for schools, community groups and special high risk groups.
- Researches health topics and prepares copy for public information materials, including reports, memorandums, bulletins and news releases.
- Assists in preparing exhibits, posters and displays for presentation at meetings, conferences, clinics and public gatherings.
- Prepares reports and other documentation of health education program activities.
- Performs other job related duties as assigned.

### **Employment Standards:**

Graduation from an accredited college or university with a Bachelor's degree in public health, a health science or health service, or a behavioral science OR any equivalent combination of training and experience.

A valid Class C California Driver License is required upon appointment.

**Knowledge of:** common health problems, their causes and prevention; current public health concerns; human anatomy and physiology; community resources and their functions; group dynamics and human behavior; the techniques involved in preparing and displaying visual aids; research methods; and the most effective methods for disseminating public health information to the public.

**Ability to:** present ideas accurately, concisely and effectively both orally and in writing; prepare and deliver effective oral presentations before a wide variety of community groups; establish and maintain effective working relationships with a wide variety of community agencies, organizations and individuals.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.