

Position Title:	Community Prevention Educator				
Working Title:	Community Prevention Educator				
Agency Unit:				Reports to:	Organizational Wellness Coordinator
Employment Status:	Full-Time	Pay Grade:	\$19.98 - \$27.19 (Mid-Level) \$23.35 - \$30.56 (High-Level)	FLSA Status:	Non-Exempt Hourly

Position Summary: All positions of PPHD will work to support the PPHD mission of "Working together to improve the health, safety, and quality of life for all who live, learn, work and play in the Panhandle." This position will support the implementation of PPHD strategic plan objectives through collaboration with partners and the community, a commitment to Community Health Improvement, dedication to implementing evidence-based practices, and implementation of the standards and measures of PHAB accreditation.

The Community Prevention Educator promotes health and wellness for individuals and communities through evidence-based strategies at the community, organizational, and individual levels. This role involves assisting in the planning, implementation, evaluation, and reporting of both ongoing and new projects aimed at improving public health outcomes.

Essential Duties: The Community Prevention Educator will perform the following essential functions within the framework of Panhandle Public Health District's provision of the core functions and essential services of public health:

- Deliver culturally inclusive educational materials and workshops aimed at wellness topics like suicide, vaping, drugs, smoking and alcohol prevention strategies.
- Conduct training sessions or seminars for students, educators, parents, and community members on wellness topics such as recognizing signs of suicidal behavior, vaping, tobacco and alcohol misuse.
- Stay informed about current research and trends related to wellness, suicide, vaping, drugs, tobacco, and alcohol.
- Provide reporting and support for all prevention and health/wellness programming.
- Implement a media outreach plan, such as social media & news releases, in collaboration with the Organizational Wellness Coordinator.
- Assist with the Fall Safety and Wellness conference implementation and execution.
- Assist with the Panhandle Worksite Wellness Council annual evaluation and scorecards.
- Provide administrative support for key council functions, activate living committees, and other programs as needed.
- Assist with the Governor's Wellness Award implementation and execution.
- Participate and help with the 3rd Grade Wellness Day.
- Attend health fairs and/or events promoting all PPHD programs.
- Actively participate in Performance Management and Quality Improvement activities.
- Participates in PPHD and community emergency response training and drills in support of public health emergency and disaster preparedness.
- Contribute to and participate in the implementation of the strategic plan as assigned.
- Contribute to the development of program goals and objectives.

- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups, and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned.
- Compliance with all PPHD personnel policies and procedures.
- Follow and adhere to all HIPAA and PPHD confidentiality and privacy policies and practices.

Behavior Expectations: Treats others with courtesy and respect in all interactions and abides by PPHD's Guiding Principles. Go above and beyond in providing exceptional education and support to enhance the health and well-being of Panhandle residents and organizations.

Minimum Qualifications: Bachelor's degree in Health Promotion, Health Sciences, Public Health, or a related field, OR substantial experience in public health or health promotion (e.g., 5+ years of relevant work experience in health promotion program development, health education, community outreach, or public health initiatives)

General writing and interpersonal communication skills and demonstrated cultural competence are essential.

Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge, Skills and Abilities:

This position will require the following knowledge, skills, and abilities:

- Strong knowledge of evidence-based behavioral health practices in wellness, suicide prevention, vaping, tobacco, alcohol education, and highway safety
- Experience in developing and delivering health education programs, preferably in a community or public health setting; if lacking experience, must have a strong willingness to learn and grow in delivering presentations.
- Excellent communication skills, including the ability to engage diverse audiences, facilitate group discussions effectively, and manage reporting and administrative duties.
- Apply the principles, practices and theories of public health assessment and planning to health promotion, policy development, and health improvement.
- An energetic self-starter who can function comfortably in a team environment and independently and relates well to the public.
- Excellent written, oral, and interpersonal communication skills.
- Delivery of services and education in a culturally sensitive manner.
- Effective presentation of data to address scientific, political, ethical, and social public health issues.
- Flexibility and the ability to manage time and multiple tasks with little supervision.
- Experience in program planning, implementation, and evaluation, with a focus on creating and assessing effective health education initiatives.
- Demonstrate ability to facilitate processes with diverse groups.
- Computer Skills.
- Strong knowledge of behavioral health theories and evidence-based practices in suicide prevention, vaping, and alcohol education.

Work Environment: General office setting in the PPHD office sites, as well as community sites. Equipment used to perform functions is computer, fax, copier, personal or PPHD vehicle, and public health equipment and supplies. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

Approvals

Name **Date**

Name **Date**

Name **Date**

Name **Date**