



Los Angeles County Department of Human Resources

Class Specification: HEALTH EDUCATION COORDINATOR

ITEM NUMBER: 4855

APPROVAL DATE: 11/19/1980

DEFINITION:

Provides department-wide coordination, consultation and program planning for the Health Education Program of the Department of Health Services.

CLASSIFICATION STANDARDS:

The one position allocable to this class receives general direction from the Deputy Director, Preventive/Public Health and is responsible for overall consultation and coordinating services of health education programs and activities of the Department of Health Services.

EXAMPLES OF DUTIES:

Provides liaison and consultative health education services to Department of Health Services management, district or regional health education components, and other concerned community health agencies and voluntary organizations by applying community organization skills, specialized program knowledge and expertise in the coordination of health education programs and activities.

Advises and assists management and departmental staff in developing and pursuing projects and outside funding for community health education programs and maintain files of available project funding in community health education.

Coordinates and monitors studies and surveys to determine health education needs; evaluates, analyzes and interprets results in order to plan appropriate educational goals and approaches and to better define the role and standards for health educators.

Develops policies and plans required to achieve educational goals of departmental programs and projects and coordinates their implementation with other program and project administrative staff.

May design and assist in implementing demonstration programs and projects in regional setting within the Department of Health Services.

Plans and assists in conducting an orientation program for new personnel in health education programs to communicate the established role concept.

Provides in-service training to health education staff and other allied health staff in health education methods and techniques and in new developments in community health education.

Maintains liaison with graduate programs of community health education and coordinates field training for health education graduate students with the Department of Health Services.

Plans and prepares the annual budget for the central Health Education Program office and provides budget assistance in the preparation of project and grant requests regarding health education programs.

Supervises a small office staff of professionals and supporting personnel.

Directs the acquisition, production and pretesting of new educational materials, audio visual aids and equipment.

Provides consultation in the planning, developing, promoting and maintaining existing and new volunteer programs.

Acts as liaison between Department of Health Services and the California Conference of Local Directors of Health Education.

Supervises the maintenance of records and the preparation of reports; reviews and analyzes reports submitted to determine the effectiveness of community health education programs and need for personnel.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

A Master's degree with specialization in public or community health education from a school of public health accredited by the American Public Health Association -AND- Three years experience in planning, coordinating and implementing community health education in a health services agency serving a complex urban area two years of which must have been in a supervisory or administrative capacity.

LICENSE:

Class 3 Driver's License.

PHYSICAL CLASS:

2 - Light.