Job Description

Job Title:	Community Health Planner/Educator	Classification:	Classified
Department:	Health	Grade:	200
Occupational Group:	Public Health	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general to limited supervision by Community Health Director; performs assigned environmental and community health research gathering, statistical analysis, report development and information gathering activities. In addition, position designs and implements health education programs for the Health Department. The position works with a variety of community stakeholder groups.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans, designs, and executes assigned studies and research projects.
2. Compiles and catalogs documentation; prepares reports relating to environmental and community health issues.
3. Designs and implements various health education programs; makes presentations to the community groups.
4. Prepares reports and abstracts for release and publication.
5. Participates in designated conferences, seminars, and other meetings to fulfill public speaking assignments.
6. Serves as Health Department's representative on boards and committees; performs related functions as assigned.
7. Attends meetings and serves as staff resource person.
8. Consults with departmental supervisors and other personnel of the City, County, State, and Federal government, as well as private agencies on assigned issues; supplies or collects appropriate information.
9. Travels, as assigned, to off-site locations for the purpose of conducting community research, planning, and health education seminars.
10. Assists in the planning of community health clinics.
11. Coordinates and guides special study groups established to develop reports and/or evaluations related to environmental and community health issues as needed.
12. Collects assigned statistical information; organizes the data in readily usable form.
13. Prepares periodic data summaries for managerial review.
14. Assists with communicable disease investigations.
15. Uses computer applications to perform data analysis, word processing, publishing, and graphics production and communications operations.
16. Maintains the confidentiality of files, records, reports, and data as required by law, City policy and procedure.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices impacting and trending in public health, health promotion, and environmental health; community resources and stakeholder groups; methods of assessments; tools and applications for effective report and presentation delivery methods; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with various local, State, and Federal agencies and community and stakeholder groups; understanding and interpreting complex codes, ordinances, regulations, and guidelines; organizing and implementing a systematic program for inspection of a variety of businesses and facilities; researching methodology and statistical reasoning; preparing a variety of statistical and narrative records and reports; using computer system applications; presenting data and reports verbally and in written form; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in a public health/science related field such as Environmental Science, Environmental Health, Health Promotion, Nursing, Biology, or related discipline.

Experience: One year of public health or health promotion experience preferred, but not required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	