

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 002711  
Grade 21**

**HEALTH EDUCATOR**

**DEFINITION OF CLASS:**

This is full performance professional level health education work planning and implementing the health education component of assigned public health programs. A Health Educator develops, and coordinates production and distribution of health education and information materials to the public. Contacts are with Health Department personnel, staff of other County departments, public and private health-related agencies, media representatives, and community organizations and groups for the purpose of meeting to discuss and agree upon health educational needs and priorities, how best to reach target populations and groups, to plan and coordinate work, to provide subject-matter guidance, and to exchange information. This class of work may entail some public service assistance, but it is incidental to the primary focus of the work performed.

Important aspects of the work involve providing consultation on health education methods, materials and programs; and coordinating/presenting educational programs on a variety of public health topics. Work is performed independently under the general supervision of a Senior Health Educator; and in accordance with established County and Health Department policies and procedures, and writing style guidelines, which are not completely applicable to the work performed. An employee in this class employs ingenuity and resourcefulness in modifying procedures and in adopting different approaches. Complexity of the work is derived from the need to determine which approach, among many, will best reach a particular population or group; and the most appropriate educational level at which the health education should be communicated. The work product affects the design and operation of the community health education program. Work is primarily sedentary in nature and takes place in an office environment. Performance of the work presents no significant hazards.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Supports community-based health education programs by developing, and coordinating the development of accurate, appropriate, and accessible health information; through serving on task forces and committees aimed at solving community health problems; and by providing liaison to the community on specific health programs.
- Provides consultation to Department Director, division chiefs, program managers, and professional personnel in other public and private agencies regarding health educational aspects of community health education programs.
- Maintains liaison with media representatives to facilitate communication of public health messages to the community through writing and distribution of press releases and public service announcements.
- Writes, edits, and works with the Print Shop/Graphics Section to facilitate the production of educational/announcement material.
- Collaborates with Health Department's and other government agencies' staffs to plan health education programs/activities and develop health education policy.

- Establishes and maintains contact with local community organizations to facilitate public-private partnerships to fill gaps in services provided by the Health Department.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles of public health.
- Knowledge of modern educational theories and techniques.
- Knowledge of community organization and the dynamics of behavioral change.
- Knowledge of programs and objectives of the various units of the Health Department.
- Knowledge of methods and techniques employed in communicating health information to public and professional populations, and of local media resources.
- Skill in the writing and editing of press releases and public service announcements.
- Ability to plan, to coordinate, and to implement the public health education component of community health programs.
- Ability to interpret public health subjects to community groups and individuals.
- Ability to establish and maintain effective working relationships with associates, community groups and the general public.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office.

**MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year of professional experience as a health educator.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree in Public Health with a major in public or community health education.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** September, 1977

**Revised:** May, 1978

June, 1986

**Classification Study:** February 1994 (M)

August, 2013