



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

County Administration Building 201 N. Vermilion Danville, IL 61832
Phone: (217) 554-6005 Fax: (217) 554-6010 e-mail: njboose@vercounty.org

Notice of Job Vacancy

DATE: August 23, 2024

POSITION: *Community Health Educator*

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description

DESIRED REQUIREMENTS: Bachelor's degree in health education or related field preferred.

- Master's degree in public health preferred.
- Related experience in health education or in a community health setting is preferred.
- Prior program management experience, including planning, budgeting, and staffing is preferred.
- Prior experience in grant writing is preferred.

STARTING SALARY: \$50,000 - \$57,000

APPLICATION PERIODS: August 23 - 29, 2024 (Internal)
August 30, 2024 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

Vermilion County Health Department
Job Description 8/14/2024
Community Health Services Educator
Supervisor: Community Health Services Program Director

Distinguishing Features of Work:

With specific direction and routine supervision, conducts health education activities which include education, outreach and promotion activities for the Vermilion County Health Department (VCHD). This position also assesses community health education needs. This position is also responsible for the development, implementation, and evaluation of preventative health promotion and education services to meet these needs, in support of the Vermilion County Health Department's mission statement.

Basic Duties and Responsibilities:

- Supports the mission of the Vermilion County Health Department at the local and state levels, promoting the community health concept, as it directly relates to public health principles.
- Assists, facilitates, and/or participates in the planning and development of meetings, conferences, special courses and programs in the field of public health at the local state level, including making presentations on behalf of VCHD.
- Collaborates with the preparedness coordinator to develop training, materials and facilitate training sessions to prepare VCHD staff and local stakeholders for emerging public health emergencies and infectious disease outbreaks.
- Working with community partners, stakeholders, and policy makers to promote the services/programs of the Vermilion County Health Department.
- Helps to coordinate health fairs, agency presentations, and outreach community public health education.
- Coordinates the planning, development, preparation, and evaluation of health education materials and/or curricula utilized throughout VCHD program areas, and those which are disseminated across Vermilion County.
- Develop pamphlets and literature that can be used to teach people about healthy life choices and how to avoid unhealthy habits.
- Evaluates the effectiveness of various health education methods and techniques, and conducts studies/surveys to develop, evaluate and improve health education programming.
- Collaborates with the preparedness coordinator to coordinate, write, and implement required community health assessments such as Illinois Project for Local Assessment of Needs (IPLAN).

- Works to plan and conduct programs designed to promote and stimulate interest in VCHD, public health, and health education by speaking before community groups, providing lecture materials, and, when necessary, operating audio visual and computer equipment.
- Actively pursues expanding knowledge base by attending conferences, workshops, and training sessions at the local and state level.
- Acts as a navigator for the underserved population in getting services from public health resources, and private and social service providers in the county to allow the community population to improve their own well-being through changes in their behavior.
- When applicable, this position will provide direction in the preparation, writing, and annual submittal of grant requests for the VCHD; monitors grant progress to ensure grant requirements are being met; and submits required reporting monthly and annually to state, coalitions, and community organizations.
- Performs other duties as assigned by the Community Health Services Program Director.
- Informs nurses, doctors, and other healthcare professional of health education services available to their patients.

Incumbent may be required to work before, during and/or beyond normal work hours or days in the event of an emergency. Emergency duty required of the Incumbent includes working in special needs or Red Cross shelters, or performing other emergency duties including, but not limited to, response to or threats involving any disaster or threat of disaster, man-made or natural. All employees are to complete mandatory training and health screenings within the required timeframe, as deemed necessary by the Department.

Required Education and Experience:

- Bachelor's degree in health education or related field preferred.
- Master's degree in public health preferred.
- Related experience in health education or in a community health setting is preferred.
- Prior program management experience, including planning, budgeting, and staffing is preferred.
- Prior experience in grant writing is preferred.

Required Skills, Knowledge and Abilities:

- Requires ability to express ideas clearly and concisely, both orally and in writing.
- Requires the ability to effectively work with a wide variety of people, co-workers as well as community partners, stakeholders and policy makers.
- Requires advanced written and verbal communications skills, including, but not limited to, the ability to act as a spokesperson for the VCHD (at the discretion of administrative staff.)
- Requires a functional knowledge of microcomputers, computer-based equipment, and basic social-media use.

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as the confidentiality and/or privacy of co-workers' records.
- Requires the ability to work independently and without daily supervision.

Job Demands:

- Requires a reliable motor vehicle for work-related travel.
- Requires a valid driver's license and proof of automobile insurance.
- All required licenses must be maintained in an active status without suspension or revocation through employment.
- Be able to work flexible hours including after-hours assignments.
- Mobility between and within multiple facilities within the state is required. Work hours primarily during the day, but evening and weekends may be required. Able to respond to public health emergencies that may occur after normal working hours.

Physical Demands:

These jobs are largely sedentary; however, some work activities may occasionally require significant body movement. This required body movement may include bending, kneeling, stooping, and lifting 40 pounds.

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of this position.

Incumbent Signature:

Date:

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Discussed with Employee: Yes..... No.....

Supervisor Signature:

Date:

Approval of the Administrator and Health Officer:

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Date:

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