



**Job Title:** Health Educator  
**Department:** Community Health Center  
**Reports to:** Public Health Improvement Manager  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$21.45 - \$34.86  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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#### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Public Health Improvement Manager, the Health Educator is responsible for the organization and implementation of educational efforts regarding public health needs. The Health Educator is a frontline public health worker serving to build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy. Work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Performs related work as required. Position may require some travel, weekend, and evening hours.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides culturally appropriate health education and information (e.g., conducts health promotion and disease prevention education in a manner that matches linguistic and cultural needs of tribal members and their families and/or communities).
2. Serves to create awareness and educate Tribal membership about health problems particularly those with higher prevalence in Native American communities.
3. Assists in the design and development of brochures, reports, manuals, newsletter articles, pamphlets, training materials, posters, and other materials promoting public health issues and health activities.
4. Plans and implements health education/promotional presentations, trainings, classes, fairs, and groups that provide individuals with tools that allow them to avoid developing or mitigate the effects of life-threatening health issues.
5. Conducts in-service health education training for Ko-Kwel Wellness Center's Direct Care, Administration, and Community Services personnel for the purposes of orienting them to, and providing them with, health practices and elimination of risk factors associated with preventable injuries and illnesses.
6. Under supervision, reviews and selects appropriate health education materials; provides group education on specific health-related topics (e.g., nutrition or communicable diseases), and works on special health education projects.
7. Assists in the preparation of data collection instruments and the collection of data including conducting surveys, workshops, forums, and discussion groups to identify community health and health education needs.
8. Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace

diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.

9. Provides coaching and support through the motivation and education of individuals on how to obtain care and other services, support self-management or disease prevention and the management of health conditions including diabetes.
10. Attends trainings, meetings, and convenings as deemed necessary and appropriate to advance health education knowledge and resources.
11. Participates in evaluation and research (e.g., engages in evaluating public health services and programs).
12. Performs administrative support duties, including typing, filing, answering phones, and related work as needed.
13. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills.
2. Ability to maintain a professional demeanor while working under stressful and emotional situations.
3. Have strong knowledge of specific health topics such as aging, nutrition, diabetes, maternal health, and have a solid background in health intervention, like tobacco cessation.
4. Have strong understanding of public health concepts, social determinants of health and primary prevention models.
5. Ability to work and make decisions independently.
6. Ability to work with minimal supervision.
7. Ability to follow organization protocol.
8. Ability to apply for and manage multiple grants and meet reporting requirements.
9. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
10. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
11. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Accurate work is essential. Shows initiative and takes ownership of all projects and assignments to achieve positive results.
12. Ability to take data and present it in an understandable format for internal and external use.
13. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
14. Must demonstrate discretion, tact, knowledge, judgement, and overall ability in working effectively with federal, tribal and other professionals and facilitating participation and partnership in activities of the program

### **REQUIRED QUALIFICATIONS**

- A. Bachelor's degree in Public Health, Health Education or closely aligned field and one year of professional work experience in a substantially similar field (e.g., health promotion, one-on-one or group education).
- OR**
- Five years of professional work experience in a substantially similar field (e.g., health promotion, one-on-one or group education).
- B. Oregon State Community Health Worker Certification preferred.
  - C. Certified Health Education Specialist preferred.
  - D. Experience working with Native American Communities preferred.
  - E. Knowledge of resources available within the state, county, and community preferred.
  - F. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.
  - G. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
  - H. First Aid/CPR certification required or ability to obtain within 90 days of employment.