

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Public Health Education Program Manager (Grant-funded) **Class:** Professional
Department: Health **FLSA:** Non-exempt
Revised: January 2021

This job description supersedes any prior description for the Public Health Education Program Manager classification.

GENERAL DESCRIPTION

Advanced professional level work that includes planning and implementing a public health education program by performing community assessments, program planning, implementation and involvement, and consultation with other organizations, county and community leaders, and volunteers. Responsible for coordinating health education programs by utilizing the collaborative strength of community partners to identify and address health and quality of life issues in the County. Work involves educating communities and implementing evidence-based interventions to address chronic disease and obesity. Work is reviewed by the Public Health Educator III and is evaluated through periodic conferences and reports as to the overall effectiveness of the program.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the Program Director in daily operations, planning, and implementation of program activities; focus will be policies, systems, and environmental changes as a project lead.

Engages with community, governmental, non-profit, and faith-based organizations to promote prevention strategies and available services to in-need populations during a monthly coalition meeting.

Leads efforts to create long-term growth, including developing new strategies for community partnerships; engages with community to ensure awareness of risks of obesity and chronic disease, specifically cardiovascular disease and diabetes.

Oversees program and data management for: Daily Mile, Exercise is Medicine, Adventure Rowan (an ARCHES program), and others as programs are developed.

Manages program budget.

Tracks and reports progress on all activities.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the principles and practices of public health, public health research, policy development, and public health education activities.

Considerable knowledge in program planning, implementation, management and evaluation procedures.

Knowledge in effective methods and techniques of disseminating health information to the public.

Ability to work effectively with community and county leaders in the following sectors: educational, business, government (local, county, and state agencies), and civic and service organizations to develop successful partnerships and relationships.

Ability to work with diverse groups and demonstrating cultural sensitivity.

Ability to interpret and understand current trends and barriers concerning chronic disease prevention with an emphasis on physical activity, healthy eating, and clinical services.

Ability to communicate effectively both orally and in writing and to stimulate interest and cooperation among various groups in carrying out a program in public health education.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an appropriately accredited college or university in Public Health Education and two years of experience in public health education or related field; or a Bachelor's Degree from an appropriately accredited college or university and three years of experience in public health education; or an equivalent combination of training and experience. A valid driver's license is required. Master's Degree in Public Health preferred; Certified Health Education Specialist (CHES) preferred.

**This job description does not create an employment contract,
implied or otherwise.**