

Township of Livingston JOB POSTING

PUBLIC HEALTH NURSE / HEALTH EDUCATOR

Health Department

POSTING DATE: July 2017

APPLICATION DEADLINE: August 18, 2017

DATE POSITION WILL BECOME AVAILABLE: August 7, 2017

CONTACT Interested candidates may submit a Township application, cover letter, resume, and salary requirement via the following:

E-mail (preferred):

to "employment@livingstonnj.org". Please include the position title in the subject line.

or

Fax:

(973) 992-7531

or

Mail:

Human Resources Dept.
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039

The Township of Livingston is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE: HEALTH EDUCATOR / PUBLIC HEALTH NURSE
DEPARTMENT: Health
REPORTS TO: Health Officer and Nursing Supervisor
GRADE LEVEL: 8
STATUS: F/T, Regular, Non-Exempt
HOURS/WEEK: 35 hours/week
State requires a full time health educator

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. SUMMARY

Under direction of the Health Officer and Nursing Supervisor the Health Educator assesses individual and community health needs; plans, implements and evaluates effective health education programs; coordinates health education services; serves as a resource person in health education, and communicates health and health education needs, concerns and resources; does related work as required by Public Health Practice Standards of Performance For Local Boards of Health in NJ Chapter 24, Subchapter 6: Health Education and Health Promotion. Also provides related job activities as Public Health Nurse.

Work is performed under general supervision.

2. SUPERVISORY RESPONSIBILITIES

N/A

3. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Attends meetings and programs at various locations, sometimes at night or on weekends.
- Frequently required to stand, walk, talk, hear, sit, and balance.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently must lift, move and carry up to 10 pounds and occasionally up to 50 pounds.

4. ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Chapter 52: Public Health Practice Standards, Subchapter 6 8:52-6.1
- Evaluates community health resources and health education programs.
- Prepares reports and correspondence.
- Develops a health education program to address community health needs including drug and alcohol abuse control, smoking prevention and cessation, nutrition, injury control, physical fitness, exercise and other preventive health activities.
- Identifies target populations and assesses health education needs based on information from the New Jersey Department of Health and Senior Services, community health organizations, and other relevant health related data.
- Prepares health education program plans.
- Involves local community leaders in the planning, implementation, and maintenance of health education services and programs; collaborates with other agencies, and consults with subject matter specialists in the planning, implementation, and maintenance process.
- Provides consultation and training to agency staff in the application of health education techniques.
- Provides guidance to the local health officer to plan, organize, and develop a program of health education for the community.
- Provides guidance to various civic, fraternal, health, and volunteer organizations to organize and develop study programs in public health problems.
- Creates and stimulates a public awareness of public health needs.
- Coordinates the health education activities of various community organizations.
- Provides various responsibilities of the Public Health Nurse such as assisting at the Flu Clinics, immunization audits, communicable disease reports and other duties as required under the Public Health Nurse position.
- Performs additional duties as assigned by management.

5. KNOWLEDGE, SKILLS AND ABILITIES

- Technical Competencies
 - Knowledge of the principles and practices of health education programming.
 - Knowledge of health counseling methods.
 - Knowledge of interview techniques, and the methods used to gather data.
 - Knowledge of community resources likely to be needed by the client population served.
 - Ability to evaluate health needs and environmental hazards.
 - Ability to provide health counseling to patients and families.
 - Ability to develop health care plans in conjunction with other professionals.
 - Ability to select proper nursing procedures and techniques of patient care.
 - Ability to evaluate data for community health assessment programs and implement programs.
- Interpersonal and Business Communication
 - Ability to speak in front of both small and large groups and relay specific information in laymen's terms.
 - Working knowledge of office computer use, specifically Windows XP, MS Office Suite (Word, Excel & Access) and the ability to learn new software.
 - Working knowledge of state required computer system for reporting communicable diseases.
 - Attention to detail and accuracy is required.
 - Excellent verbal, written and customer service skills.
 - Pleasant phone voice and ability to interact with the public in a positive and constructive manner.

- Ability to perform and organize work independently.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Ability to develop and maintain effective positive working relationships with co-workers, officials, vendors and the general public.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: Graduation from an accredited college or university with a Bachelor's degree in Health Education, Public Health, Community Health Education, Nursing or a related Health Education field. Two (2) years of experience assessing community health education needs and, in the planning, implementation, and evaluation of diversified health education programs in a local health department or state or local health agency.

Licensing &/or Certifications: Must meet national credentialing standards of the profession as a Certified Health Educator Specialist (CHES). Must maintain up-to-date CPR and defibrillator certification. Must maintain credentials by attending courses for continuing education credit in related field.

Special Requirements: Requires a driver's license valid in the state of New Jersey. Requires nursing liability insurance.