

LANE COUNTY
*B045B
Established 10/29/97
Bilingual Adjunct added
07/16/09

PUBLIC HEALTH EDUCATOR - Bilingual

DEFINITION

To plan, implement and evaluate a complete program of public health education; to work with community organizations to plan and implement public health strategies; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Health Manager.

May exercise technical and functional supervision over clerical personnel and volunteers.

EXAMPLES OF DUTIES - Duties include, but are not limited to the following:

Assists in determining techniques, policies and procedures for the improvement of public health education activities within a limited area.

Organizes and consults with committees of officials, educators and medical society representatives to coordinate, devise and advance health education facilities, purposes and practices.

Interprets health education problems for committee and conference discussion, analysis, evaluation and solution.

Encourages and assists with committee organization for health study by various civic and professional groups.

Compiles and provides study and exhibit material to organizations and committees for use with members and the public.

Analyzes texts, displays, exhibits and other educational media for purposes of purchases, rental and loan.

Conducts staff conferences and training programs; conducts and gives lectures in health education; consults on curriculum content, teaching methods and objectives for training in health education.

LANE COUNTY
Public Health Educator - Bilingual (Continued)

EXAMPLES OF DUTIES (con't)

Develops methods for coordinating educational activities among state, county, school, and private agencies.

Analyzes methods and procedures for public presentation of health problems and instructions; participates in professional conferences and programs; prepares papers and presents talks; assists in the development of major policies and objectives and in the evaluation and standardization of procedures and practices recommended by professional organizations for health education.

MINIMUM QUALIFICATIONS

Knowledge of:

The relationship between public health and education.

Objectives, principles, theories and practices of health education

Principles, theories and practices of public health administration.

Basic life sciences, sociology, community and social organization.

Modern educational theory, literature and techniques.

Ability to:

Plan, stimulate and make constructive evaluations of public health education curricula, programs, methods and accomplishments.

Organize and advise professional, educational, official and private groups on health education needs, problems, strategies and procedures.

Teach health education principles, advances theory and practice to student teachers and special groups.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely in oral and written form.

LANE COUNTY
Public Health Educator - Bilingual (Continued)

Experience and Training

Training:

Master's degree from an accredited college or university with major coursework in public health.

Experience:

Two years of increasingly responsible experience in community and public health.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Bilingual adjunct approved 07/13/09 by Acting HR Director. Effective date 07/16/09

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Language - *Spanish*

DEFINITION:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

EXAMPLES OF DUTIES:

In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpreting between English speakers and LEP persons.
- Orally translating documents
- Providing oral assistance
- Providing written assistance, including some written document translation

MINIMUM QUALIFICATIONS:

Knowledge of:

Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to:

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

EXPERIENCE AND TRAINING:

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.