

**COUNTY OF SOLANO**  
**HEALTH EDUCATION ASSISTANT**

**DEFINITION**

Assists the public health and health education staff in planning, developing and conducting public health education programs.

**CLASS CHARACTERISTICS**

This class is characterized by the responsibility for assisting public health and health education professionals in the implementation of specific health education programs. Incumbents assist Health Education Specialists in presentations and other educational interventions. This class is distinguished from Health Education Specialist in that the latter performs professional level tasks that require a specialized knowledge of the theory, principles and practices of health education.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from supervisory of management level staff.

Exercises no supervision.

**EXAMPLES OF DUTIES** *–Duties may include but are not limited to the following:*

Assists in developing and distributing health education materials, posters, exhibits and other materials; reproduces patient information materials; mails educational materials to clients; develops bulletin board displays; locates, orders and maintains printed materials; provides information and referral services on other programs.

Under Health Education protocol, conducts orientation sessions and health education classes; conducts individual assessments, reassessments and interventions for low risk clients; provides individual instruction for medical follow-up on self-care.

Assists Health Education Specialists with the implementation and instruction of health education classes, inservices, and other group-based health education interventions; operates audio-visual equipment; assists Health Education Specialists in evaluating effectiveness of program information material and methods; documents activities in the medical record.

May assess and enroll clients in health care program or schedule appointments for clients; may conduct follow-up for referrals and intakes.

May assist in conducting clinic visits and in providing health education assistance.  
Provides support in interdisciplinary planning and health education project development.

Provides referrals for clients and/or community members.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Working knowledge of practices and procedures associated with health education.

Audio-visual equipment operation.

Public contact techniques.

Record keeping techniques, data collection and presentation techniques.

Other health and social services programs and resources of interest to client population.

#### **Skill to:**

Operate office equipment including a personal computer, audiovisual equipment, copy and fax machines and printers.

#### **Ability to:**

Interview clients to obtain health information; convey health information to client either one-on-one or group setting through a variety of written and audio-visual methods.

Promote a variety of health education programs.

Communicate verbal and written ideas clearly and logically; make public presentations; demonstrate tact and diplomacy; communicate effectively with people of diverse socioeconomic backgrounds and temperaments.

Establish and maintain cooperative working relationships; maintain confidentiality of information.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **Experience:**

Six months experience as a Community Health Worker or Clinic Assistant in a community or clinical setting; or similar experience.

#### **Education/Training:**

High school diploma or equivalent.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid California Class C drivers license may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel is required.

Incumbents must be able to work in an environment which may include exposure to communicable disease.

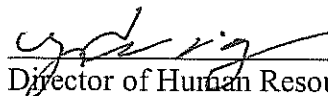
Candidates for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

  
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Director of Human Resources

**Established Date:** March 1992

**Revised Date:** November 2002

**BOS Date:** June 30, 2003