

# Healthy Neighborhoods Education Coordinator Tompkins County

**Department:** Whole Health Department

**Classification:** Competitive

**Labor Grade:** 12

**Approved:** Reclass 05/14

**Revised:** 6/19; 4/24

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in health education, health science, health promotion, community health, health communications, public health, or a closely related field;  
**OR**

(b) Graduation from a regionally accredited or New York State registered college with an associate's degree in health education, health science, health promotion, community health, or health communications, public health, or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in community or public health, health education, health promotion or health communication; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

The employee must possess a valid New York State Drivers License at the time of application and maintain such license for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position requires the incumbent to have education, and/or outreach coordinator capabilities and some degree of working knowledge of residential environmental health and its effect on individuals. The prime responsibilities of this position involve planning and implementing a public outreach program and disseminating information to individuals on initiatives related to the Healthy Neighborhoods Grant Work Plan. This position requires the interpretation and evaluation of preventive environmental services related to goals established by the Healthy Neighborhoods Grant Program. The incumbent has considerable contact with the public, builds awareness of and advocates for reducing residential injuries, fire safety, childhood lead poisoning, hospitalizations due to asthma and exposure to indoor air pollutants. An employee in this class will work closely with and under the guidance of the Director of Health Promotion to develop outreach strategies and presentations to community and youth groups and organizations and policy makers. The work is performed under the direct supervision of the Director of Health Promotion. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Performs residential home environment assessments related to Healthy Neighborhoods Program grant initiatives;
- Educates the community to reduce residential injuries, childhood lead poisoning, hospitalizations due to asthma and exposure to indoor air pollutants and other initiatives as related to Healthy Neighborhoods Program grant funding; Engages diverse individuals and groups to participate in the Healthy Neighborhoods Program to improve home environments;
- Develops outreach materials and make presentations to build awareness and grass root support for participation in the Healthy Neighborhoods Program;
- Coordinates education and outreach efforts with community, county, regional and state partners;
- Develops and updates displays and information/education materials for presentations and outreach initiatives related to healthy neighborhoods program objectives;
- Develops public outreach programs including but not limited to door-to-door canvassing of target areas as related to Healthy Neighborhoods grant objectives;
- Writes and disseminates information as it applies to Healthy Neighborhoods Program objectives and initiatives;

- Organizes and maintains records of program supplies, home visit assessments and outreach activities related the healthy neighborhoods program.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the principles and practices of public or community health;
- Working knowledge of Microsoft Office;
- Good verbal and interpersonal communication skills;
- Good organization and time management skills;
- Ability to develop and present appropriate educational and awareness programs for various target groups consistent with Healthy Neighborhoods grant objectives and directives;
- Ability to persuade, motivate or influence others regarding individual behaviors impacting residential home environments, at times under challenging conditions;
- Ability to compile data and prepare a variety of written documents;
- Ability to change work focus readily and easily;
- Ability to convey enthusiasm and build awareness regarding the importance of residential home environments to protect and promote individual and family health;
- Ability to work in a team environment;
- Ability to select media and communications appropriate for selected targeted audiences;
- Ability to develop and or implement strategic communications outreach;
- Persistence in achieving grant objectives regarding the Healthy Neighborhoods Program.

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