

NEVADA PUBLIC HEALTH FOUNDATION JOB DESCRIPTION

Health Education Specialist

Nevada Childhood Lead Poisoning Prevention Program

Summary of Position:

A Health Education Specialist is recruited and hired by the Nevada Public Health Foundation's (NPHF) Executive Director and reports directly to the Deputy Executive Director. The Health Education Specialist develops and delivers educational and outreach materials, trainings, and presentations to support the goals and objectives of the Nevada Childhood Lead Poisoning Prevention Program (NCLPPP): a) strengthen blood lead level testing, b) strengthen population based interventions, and c) strengthen the process to identify lead exposed children and linkage to service. The NCLPPP is a grant funded program for up to three years. Continued employment past the duration of the grant is dependent on continued funding or additional funding obtained by NPHF for another public health education program.

Duties

The Health Education Specialist is responsible for:

- Research. Gain subject matter expertise on lead exposure, health related effects, stakeholders, and systems in place for responding to exposure. Performs literature reviews, conducts focus groups and surveys, and performs other research tasks as assigned or to develop specific educational materials and programs. Tracks baseline data on lead exposure related and grant objectives progress.
- Education Materials and Programs. Develops educational materials on lead poisoning/exposed children and other Foundation programs tailored for targeted audiences: presentations, mass communication campaigns, and outreach events. Delivers educational outreach and training for environmental and lead workforce, partners, communities, and other stakeholders. Recommends educational programs and products to improve the Foundation's objective of marketing healthy communities.
- Instruction. Develops instructional materials, visual aids, and graphics presentations, teaches, obtains continuing education credits (if applicable), and performs all administrative duties for classes on public health topics.
- Marketing. Develops and disseminates social media and mass communications marketing materials and campaigns. Participates in outreach events and opportunities to strengthen population based interventions. Collects information on potential consumers, compiles databases, oversees distribution of products, and keeps records of educational product recipients and contacts.
- Collaborates with Outside Organizations: Works with organizations outside the Foundation to strengthen and improve educational programs, linkage to services, to assist connecting lead exposed children to services, and achieve mutual goals pertaining to Nevada Childhood Lead Poisoning Prevention Program through public health education. Coordinate with providers and stakeholders to ensure high-risk individuals receive education and are connected to services.
- Other Duties as Assigned: Performs other duties as assigned by management to improve performance of the Foundation and its programs.

Qualifications

The Health Education Specialist should be an individual who is creative, has a strong desire to communicate important information to other people, and is interested in developing a career in public health. The Health Information Manager must:

- Be committed to the Nevada Public Health Foundation's mission, enthusiastic about contributing to its programs, and a team player with staff.
- Be committed to the Childhood Lead Poisoning Prevention grant-funded program.
- Be committed to subject matter expertise of lead poisoning, services for lead exposed children, and systems in place directly related to subject matter expertise.
- Have an understanding and ability for working with diversity and serving diverse populations in rural Northern Nevada.
- Must possess above average written and verbal communication skills.
- Be willing to accept delegated decision-making responsibility pertaining to assigned work.
- Be able to perform each essential duty mentioned in job description satisfactorily
- Must have a solid understanding and competent in Word, Excel, PowerPoint, and Publisher, and media software programs (e.g. Canva, Survey Monkey).
- Must be a self-starter and self-motivated.
- Must be able to work effectively with little supervision and as a team member.
- Must be able to engage professionally with a variety of sectors: i.e., public officials, representatives of state and local government, the workforce, medical providers and staff, parents, teens, social workers, etc.

The position requires a bachelor's degree and one year full-time experience in public health, health, education, social services/sciences, or any related area, or any comparable combination of education and experience. Some travel is required as the program serves Northern Nevada communities and the primary partner is in Las Vegas. Position is located in Carson City, NV. Estimated working hours are Monday through Friday for up to 40 hours/full time. Some weekends and evening required.

Bi-Lingual candidates encouraged to apply and preferred.

Salary Range

Salary \$19 per hour

Grant-funded project up to two years