

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2024
Grade: 19

Standard Job Description

Job Title
Public Health Educator III
(Lead Poisoning Prevention Unit)

Department
Public Health

Job Summary

Under the supervision of the Program Manager, provides administrative and programmatic oversight to the Lead Poisoning Prevention Unit as it relates to the monitoring of Lead Based Paint Hazard Control Grant Program and planning, implementation and evaluation of health education and community outreach activities.

Typical Duties

- Coordinates lead poisoning prevention activities and conducts presentations to providers, agencies, and other community groups within the service area. Plans and establishes objectives and evaluates effectiveness of program components.
- Monitors Unit administrative and programmatic functions including contracts and related documents, grantee service lists, and notices to proceed; assures accuracy of grantee activities, and paperwork. Maintains and submit s financial records, grantee reports, invoices, billing reimbursement, requests for proposals and other mechanisms as needed and set forth by the Program Manager.
- Develops work plans and evaluate grant outcomes and effectiveness. Performs grantee audits and quality assurance activities as needed, including site visits.
- Prepares reports and other documentation in accordance with procedure established by the Finance Unit and related Cook County departments.
- Assists with monitoring of related programmatic surveillance data.
- Assists with initiation and preparation of grant applications.

Reporting Relationships

Reports to the Program Manager

Minimum Qualifications

- Master's degree in Public Health or related field from an accredited college or university.
- Two (2) years full-time work experience in public health or health education.
- Must be trained and certified in NIMS FEMA IS-100, 200, 700, and 800 management within six (6) months of employment.
- Possession of a valid driver's license in good standing and a dependable means of transportation required.
- Basic competency required in use of spreadsheets and word processing software including Microsoft Word, Excel, and PowerPoint.
- Bilingual English/Spanish

Knowledge, Skills, Abilities and Other Characteristics

- Familiarity with standards for public health and health education
- Knowledge in applying health promotion theory or advancing policy, systems and environmental change, using evidence-based or best practice strategies
- Excellent verbal and written communication skills.
- Must have ability to pay attention to detail, demonstrate initiative, set priorities, implement/evaluate programs and meet deadlines.
- Basic competency required in use of spreadsheets and word processing software including Microsoft Word, Excel, and PowerPoint.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:

Deanna Durica
Deanna Durica
Program Manager

10/12/17
Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date