



Job Code: 2024
Grade: 19-A1276
HCWR: N

Job Title
Public Health Educator III

Department
Public Health

Job Summary

In alignment with the vision and mission of the Cook County Department of Public Health (CCDPH), The Public Health Educator III is responsible for working with community and clinical partners to support public health education initiatives. This includes planning and implementing interventions; providing technical assistance to community-based partners; creating materials to support communication strategies and efforts; facilitating partnerships, collaboratives and meetings to promote goals, priorities and plans and supporting evaluation activities and reporting.

Typical Duties

- Works with internal and external partners to ensure successful, coordinated, and timely implementation of initiatives
- Coordinates and collaborates with individuals, community partners, government agencies, healthcare entities, and other stakeholders to support strategies that help implement, monitor, and evaluate the public health initiative
- This may include, but not limited to:
- Formation, cultivation and maintenance of local committees, coalitions or partnerships o Provision of in-person visits, education or training related to effective and sustainable strategies for implementation (e.g., coalition building; facilitation; community engagement)
- Appropriate follow up, facilitation and coordination of efforts at local or county levels involving multiple partners and agencies
- Develops and presents materials to stakeholders to raise awareness and support for the initiative and related activities, as needed
- Prepares reports and other documentation to support initiatives
- Creates content and/or materials to support intervention strategies and/or communication efforts and campaigns. Leverages social media platforms to support efforts and campaigns.
- Coordinates and maintains partnerships or collaboratives, including identification of additional local organizations for possible partnerships to advance objectives
- Supports monitoring of grant-related initiatives
- Utilizes project databases for surveillance, monitoring and evaluation purposes and prepares reports as needed
- Represents the CCDPH on approved committees and community projects.
- Participates in research activities that support and augment program objectives.
- May conduct investigations and risk assessments, as needed.
- Performs audits and quality assurance activities, as needed.
- Assists with initiation and preparation of grant applications, as needed.
- Supports day-to-day project operations
- Performs other duties as assigned

Minimum Qualifications

- Master's Degree in Public Health or related field from an accredited college or university



Minimum Qualifications

- Three (3) years of experience in Public Health or health education
- Prior experience in program development, implementation and evaluation that includes community-based initiatives and alliance/coalition building
- Must be trained and certified in NIMS FEMA IS-100, 200, 700, and 800 management within six (6) months of employment.
- Knowledge of Microsoft Office programs including Microsoft Word, Excel and PowerPoint
- Ability to work evenings or weekends, as needed
- Position requires local travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation

Preferred Qualifications

- One (1) - Three (3) year(s) of experience in area of specialty
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and demonstrated experience with applying health promotion theory and/or with advancing policy, systems and environmental change, using evidence-based or best practice strategies
- Knowledge of Microsoft Office programs
- Excellent written/verbal communication skills and experience with diverse communities and outreach
- Knowledge of principles of health communication, and determinants of community health and how to build local capacity
- Ability to plan, coordinate and manage with strong organizational skills; cultivate and manage key relations/stakeholders, as well as lead and facilitate group process; effectively work independently and as a part of a multidisciplinary team
- Ability to build logical approaches to address problems or opportunities; manages the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary; approaches analysis with an unbiased impartial view.

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.