

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

COOK COUNTY HEALTH
& HOSPITALS SYSTEM
CCHHS

Job Code: 6649
Grade: 19
FLSA: Exempt

Standard Job Description

Job Title
Lung Health Educator

Department
Pulmonary Medicine

Job Summary

The position of Lung Health Educator will work in the Division of Pulmonary Medicine. The Lung Educator will provide smoking cessation counseling and asthma/chronic obstructive pulmonary disease (COPD) education to inpatients and outpatients in the Cook County Health & Hospitals System (CCHHS).

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Receives training in smoking cessation counseling and asthma/COPD education, including proper use of asthma/COPD medications.
- Provides smoking cessation counseling according to program protocols, to inpatients and outpatients.
- Provides lung health education, including instruction on asthma/COPD medications to CCHHS inpatients and outpatients.
- Travels to clinical and hospital settings throughout CCHHS for service delivery.
- Conducts telephone-based smoking cessation counseling and follow-ups when needed
- Leads group smoking cessation sessions.
- Identifies and recruits patients; conducts follow-up at designated intervals.
- Communicates with physicians and other clinical staff on patient status and progress.
- Works directly with Clinical Director, pulmonary staff, and other clinical staff to facilitate service delivery.
- Documents patient encounters accurately and according to program protocols.
- Must be able to work flexible hours, may include evenings or weekends, as needed.
- Must be able to travel to work sites throughout Cook County and CCHHS.
- Performs other duties as necessary.

Reporting Relationships

Reports to the Clinical Director or designee

Minimum Qualifications

- Bachelor's degree
- Intermediate proficiency using Microsoft Office (Excel, Word, PowerPoint, Access)
- One (1) year of experience working with patients or clients in a healthcare, social service agency, or educational setting
- Must be able to work flexible hours, may include evenings or weekends, as needed
- Must be able to travel to work sites throughout Cook County and CCHHS

Preferred Qualifications

Preferred Qualifications

- Bilingual (English/Spanish, English/Polish)
- One (1) year of experience providing health education or health counseling to patients or clients in a healthcare, social service agency, or educational setting

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of statutory, regulatory and administrative requirements relative to departmental operations
- Intermediate proficiency using Microsoft Office (Excel, Word, PowerPoint, Access)
- Strong interpersonal skills
- Excellent listening, verbal, and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate attention to detail, accuracy and precision
- Ability to be trained and achieve mastery of program content and protocols for smoking cessation counseling
- Ability to be trained and achieve mastery of program content and protocols for asthma/COPD education, including proper asthma/COPD medication techniques
- Ability to demonstrate mastery of documentation and record-keeping according to program protocols
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously, follow instructions, and respond to management directives
- Must be able to work flexible hours, may include evenings or weekends, as needed
- Must be able to travel to work sites throughout Cook County and CCHHS

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: SHIRIN MURADIAN, Chair, Pulmonary Medicine 12/28/2015
[Legibly Print Name & Title of Person Approving the JD] Date

Approval: [Signature] 12/28/2015
(Signature of Person Approving the JD) Date

Approval: _____
Gladys Lopez Date
Chief of Human Resources