# Health Education

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Health Educator 1</td>
<td>Health Educator 2</td>
<td>Health Educator 3</td>
<td>Health Educator 4</td>
<td>Health Educator 5</td>
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<tr>
<td>Job Code</td>
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<td>Tracking Code</td>
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<td>A0329</td>
<td>A0327</td>
<td>A0328</td>
<td>A0326</td>
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<td>Per. Program</td>
<td>PSS</td>
<td>PSS</td>
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<td>PSS</td>
<td>MSP</td>
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<tr>
<td>FLSA</td>
<td>Non-Exempt</td>
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<td>Exempt</td>
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## Generic Scope

Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.

Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.

Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. Directs programs with organization-wide impact (or may have impact beyond the University) that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.

## Custom Scope

Leads in the use of professional health education concepts. Applies campus policies and procedures to resolve routine issues. Works on problems of limited scope. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.

Uses professional health education concepts. Applies campus policies and procedures to resolve a variety of issues. Works on problems of moderate scope where analysis of situations or data requires a review of a variety of factors.

Uses skills as a seasoned, experienced health education professional with a full understanding of industry practices and campus policies and procedures; resolves a wide range of issues. Demonstrates good judgment in selecting methods and techniques for obtaining solutions.

Using advanced and specialized expertise, designs and implements a wide variety of health promotion, education programs for the campus, and in conjunction with community outreach programs. Works on problems of diverse scope where analysis of data and situations requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions.

Has wide-ranging experience where professional concepts and campus objectives are used to develop health promotion and education programs that have campus-wide or community impact. Develops and implements broad new or revised programs. Makes decisions regarding programs that are significant in nature. Internal and external contacts often pertain to campus plans and objectives. Is considered a subject matter expert on campus and often recognized as an expert externally in the industry.

## Key Resp 01

Under direct supervision, learns to identify areas of need for health promotion and education programs.

Applies professional concepts to help identify areas of need for health promotion and education programs.

Conducts needs analysis for health promotion and education.

Applies advanced concepts to conduct wide-ranging needs analysis for health care programs.

Directs, initiates, designs and delivers health promotion and education programs that have broad campus-wide impact.

## Key Resp 02

Learns to present health promotion and...
Involves planning, implementing, and evaluating health education programs to prevent illness and promote health. Responsible for interventions at the individual, community, organizational, and policy level.

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<td>Key Resp 03</td>
<td>Provides information on current and upcoming courses and programs.</td>
<td>Assists with developing new courses and content information.</td>
<td>Presents group classes on a variety of subject areas of need, including but not limited to: nutrition, weight management, smoking cessation, stress management, diabetes management, prenatal care, cardiovascular health issues, etc.</td>
<td>Makes recommendations on health promotion and education programs to help meet the complex and varied needs of the campus.</td>
<td>Independently performs the most complex program development and implementation work that requires a comprehensive knowledge of the health promotion and education field.</td>
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<tr>
<td>Key Resp 04</td>
<td>Learns to develop new courses and content information.</td>
<td>Gathers and analyzes data to make recommendations regarding effectiveness of programs.</td>
<td>Assesses effectiveness of class / counseling content, and revises as needed.</td>
<td>Represents the Health Affairs Office to the Office of the President and / or community organizations.</td>
<td>Regularly leads analyses that determine approaches, trends sources, and uses.</td>
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<tr>
<td>Key Resp 05</td>
<td></td>
<td>Develops, secures, and maintains any equipment or instructional materials needed to conduct classes.</td>
<td>Develops, secures, and maintains any equipment or instructional materials needed to conduct classes.</td>
<td>Initiates and designs revisions to courses and program design and / or content.</td>
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<tr>
<td>Key Resp 06</td>
<td>Under general supervision, conducts needs analysis for health promotion and education.</td>
<td>Assists in promoting health education components to physicians, staff, and patients through meeting presentations, printed promotional material, etc.</td>
<td>Develops outreach programs and works with community leaders as well as the Office of the President.</td>
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<tr>
<td>Key Resp 07</td>
<td>Presents health promotion and education programs, and designs and delivers workshops on moderately complex information.</td>
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<td>May lead a team of health education professionals.</td>
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<tr>
<td>Key Resp 08</td>
<td>Performs complex studies to identify needs for programs and services.</td>
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<td>Key Resp 09</td>
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<td>Develops, implements and evaluates effectiveness of health promotion / education programs.</td>
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<tr>
<td>Key Resp 10</td>
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<td>Implements related business processes.</td>
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### Job Summary

Involves planning, implementing, and evaluating health education programs to prevent illness and promote health. Responsible for interventions at the individual, community, organizational, and policy level.

### Job Function

Health Education

### Category

Professional

### Job Level

- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### Education

1. Bachelor’s degree in related area and / or equivalent experience / training.
2. Bachelor’s degree in related area and / or equivalent experience / training.
3. Bachelor’s degree in related area and / or equivalent experience / training.
4. Bachelor’s degree in related area and / or equivalent experience / training.

### License

- **Cert 1**
- **Cert 2**
- **Cert 3**
- **Cert 4**
- **Spec Cond 1**
- **Spec Cond 2**
- **Spec Cond 3**
- **Spec Cond 4**

### Cert 1

Basic knowledge of the health promotion and education field.

**Entry**

- Basic knowledge of the health promotion and education field.

**Intermediate**

- Working knowledge of the health promotion and education field.

**Experienced**

- Thorough knowledge of the health promotion and education field.

**Advanced**

- Advanced knowledge of the health promotion and education field and / or related education programs and services.

**Expert**

- Expert and comprehensive knowledge of medical field, health promotion and / or related education programs.

### Spec Cond 1

Ability to communicate effectively both verbally and in writing.

**Entry**

- Ability to communicate effectively both verbally and in writing.

**Intermediate**

- Effective interpersonal skills needed to work with a diverse client group.

**Experienced**

- Effective interpersonal skills needed to work with a diverse client group.

**Advanced**

- Requires effective interpersonal skills to deal with diverse client groups.

**Expert**

- Advanced written and verbal communication and presentation skills.

### Spec Cond 2

- Ability to communicate effectively both verbally and in writing.

**Entry**

- Ability to communicate effectively both verbally and in writing.

**Intermediate**

- Effective interpersonal skills to interact effectively with diverse client groups.

**Experienced**

- Effective organizational skills.

**Advanced**

- Requires effective interpersonal skills to deal with diverse client groups.

**Expert**

- Expert skills associated with identifying organizational needs, program development and implementation.

### Spec Cond 3

- Ability to communicate effectively both verbally and in writing.

**Entry**

- Ability to communicate effectively both verbally and in writing.

**Intermediate**

- Effective organizational skills.

**Experienced**

- Effective organizational skills.

**Advanced**

- Effective organizational skills.

**Expert**

- Expert skills associated with identifying organizational needs, program development and implementation.

### Spec Cond 4

- Ability to communicate effectively both verbally and in writing.

**Entry**

- Ability to communicate effectively both verbally and in writing.

**Intermediate**

- Effective organizational skills.

**Experienced**

- Effective organizational skills.

**Advanced**

- Effective organizational skills.

**Expert**

- Expert skills associated with identifying organizational needs, program development and implementation.
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KSA 07: Ability to analyze, interpret and respond to client needs.

KSA 08: Ability to communicate effectively both verbally and in writing. Ability to interact effectively at all levels of the organization.

KSA 09:

KSA 10:

KSA 11:

KSA 12:

KSA 13:

KSA 14:

KSA 15:

Environment: Clinical / Medical Environment

Career Path 1: Health Educator 2  Health Educator 3  Health Educator 4  Health Educator 5  Health Education Mgr 1

Career Path 2

Career Path 3

Career Path 4

Career Path 5

Career Path 6