



# Macon County Health Department

## Job Opening

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Job Title: Health Educator

Division: Health Promotion and Public Relations

Minimum Qualifications: Bachelor's Degree in communications, health education, nursing, or related field required. Experience in community health or education preferred. Extensive computer experience required. Experience with public relations, public-speaking, writing, and marketing preferred. Must have the ability to work flexible hours as needed including evenings and/or weekends. Teamwork and professionalism a must.

Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather. Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.

Summary of Job Duties: Plans, organizes, conducts, and tracks public health education programs and activities, public relations, and community relations for the Department. Assists the Director with management of the Department website and social media accounts. Participates in the preparation, selection, and dissemination of health education materials such as film, pamphlets, exhibits, periodicals, and reports; evaluates the effectiveness of various health education methods and techniques; carries out studies and surveys to develop new or improve existing health education methods and techniques. Provides guidance to local civic and professional organizations in the development of meetings, conferences, special courses, and programs in the field of public health. Plans and conducts programs designed to promote and stimulate interest in health education, speaks before various community groups, prepares lecture materials/reading lists, and operates audiovisual equipment. Develops, implements, evaluates, completes budgets, expense reports, and billing for health education grants. Examples of these programs may include, but not be limited to: Teen Pregnancy Prevention Grant, American Heart Association Programs, Illinois Tobacco-Free Communities Grant, and other health-related programs/grants. Assists in planning and attending community outreach and employee wellness events. Provides supervision and health education experiences for student interns. Serves on community coalitions and committees as determined by the Director. Works with the Director to develop health education policies and procedures. Assists the Director in writing grants for all departments as needed. Serves as back-up to the Director and as the Public Information Officer in non-emergent and emergent incidents and as public relations contact for media.

How to Apply: Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconcountyhealth.org](http://www.maconcountyhealth.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconchd.org](mailto:hr@maconchd.org).

*The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.*