



**Contract Position: Public Health Educator** The Public Health Educator supports the Harnett County Health Department (HCHD) mission to improve the health of its communities by providing community-focused education to help individuals and communities make healthy lifestyle choices, and other services that promote health.

**Position Description-** the Public Health Educator (PHE) supports the development, implementation, and evaluation of the mobile mammography screening mammogram program and COVID-19 community outreach.

The hours for the Public Health Educator position is approximately **20-30** hours per week, Monday through Friday and may occasionally require some work after 5:00 pm and on weekends but only as assigned or approved by the Supervisor.

- Candidate must have a valid NC Driver's license and vehicle for travel to community sites for program activities. **This position does not include benefits.**

#### **ESSENTIAL POSITION RESPONSIBILITIES**

- Coordinate patient scheduling for mammography services.
- Conduct administrative duties in the maintenance of mammography records and files.
- Schedule appointments and register patients seeking screening services.
- Identify, refer, eligible women to breast cancer screening program.
- Track patient demographics, and program outcomes.
- Assist with assessment of program objectives and determine best approaches for achieving program objectives in accordance with client/community needs, funder requirements, and agency resources.
- Collaborate with and keep all program staff informed of program activities.
- Manage workload to achieve departmental goals.
- Performs other duties as assigned and necessary for the successful implementation of the Mammography screening program.
- Promotes media campaigns addressing COVID-19 prevention and/or vaccination.
- Assists in community health events (i.e. health fairs, etc.).
- Prepares and conducts professional presentation to the public as needed.
- Disseminates culturally appropriate health information and materials.
- Attends meetings and workshops as assigned.
- Duties assigned may vary according to the needs of the program, community and funding sources and/or allocation of workload. Other duties as assigned by the Supervisor.

**Required Minimum Training:** Graduation from a four-year college or university with a major in health education; or graduation from a four-year college or university one year experience in public health education; or an equivalent combination of training or experience. Bachelor's degree required; Master's Degree in relevant field (public health, health communication, health

education) strongly preferred. Experience in community outreach and education. Proficient in Microsoft® Office products. Must have own reliable transportation and valid driver's license.

\*This contract position **does not** include benefits.