



**CARROLL COUNTY
GENERAL HEALTH DISTRICT**
Healthy People — Safe Communities

Community Health Educator Position Posting

Position Title: Community Health Educator

Reports To: Amy Campbell, Office Administrator

Position Status: Part-Time, Non-Exempt (20-24 hours per week)

Pay Grade Range: Based on Experience

Essential Duties (including, but not limited to):

Injury Prevention/Safe Kids Carroll County Coordinator:

- Coordinates, develops, and evaluates program performance (e.g. Injury Prevention and Safe Kids Carroll County); communicates and implements program initiatives, monitors and tracks program data; ensures all records and reports are properly maintained; coordinates with staff and outside agencies to ensure performance on program initiatives; conducts grant research, completes grant-based objectives and corresponding deliverable forms (e.g. monthly reporting, grant reports, purchase requisitions, etc.); conducts community outreach, provides safety education, speaks in public presentations regarding program initiatives, participates in program site visits; participates in health district events.

Child Passenger Safety Technician:

- Serves as a child passenger safety technician; prepares and facilitates car seat training courses, participates in community events; ensures completion of necessary training.

Vital Statistics:

- Administers birth and death certificates; maintains logs of certificates; issues burial and cremation permits; identifies and corrects errors on printed certificates, monitors IPHIS (electronic software) for pending permits.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Carroll County General Health District (CCGHD).

Minimum Qualifications:

- Bachelor's degree in health education/health promotion or related field required; any equivalent combination of education, experience, and/or training which provides the required knowledge, skills and abilities.
- Certified Child Passenger Safety Technician or completion of training within 6 months of hire.
- The successful candidate will need to be highly detail oriented, organized, and dependable with demonstrated proficiency in computer, communication, and multi-tasking skills.
- Valid Ohio Driver's License, proof of insurance, and access to reliable transportation required.
- Non-Tobacco user.

Please forward your letter of interest and resume to Amy Campbell- acampbell@carroll-lhd.org, Office Administrator no later than March 6th. 2020.

Carroll County General Health District is an Equal Opportunity Employer and Equal Opportunity Provider.