

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Health Education Coordinator	Range: 45	Classified Schedule
Date Revised:		Date Approved:	November 10, 2015

**PRIMARY PURPOSE**

Under the direction of the Director, College Health Services, this position is responsible for planning, developing, implementing, coordinating and evaluating evidence-based health promotion strategies, policies, programs, and services for the college community, with a focus on health conditions and behaviors that interfere with student success.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides a variety of health education and promotion services including presentations, educational and skills-based workshops, trainings, small group discussion/facilitation, and staff development projects.
2.	Gathers, compiles, and synthesizes information to develop effective health promotion communications for the college community, including web page materials and links, student health newsletters/online magazine, media screens, and printed materials, for a diverse group of students incorporating social norms marketing principles as appropriate; coordinates with webmasters, campus communications, and public affairs as needed.
3.	Acts as a liaison to a variety of community service agencies and providers; develops collaborative partnerships as a part of health promotion activities at the college; coordinates memoranda of understandings, honorariums or contracts as needed.
4.	Recruits and trains student workers/volunteers to assist with health promotion events, workshops, and outreach activities within the college community, with other Student Health Services staff, student leaderships groups and community agencies as indicated.
5.	Provides education and information necessary to help students access appropriate community health and wellness providers (e.g., Medi-Cal, Covered California, student insurance programs, smoking cessation programs, substance abuse programs, wellness programs, etc.).
6.	Coordinates and/or performs tasks required for health promotion and/or prevention grant funding, including budget tracking and invoices, prepare and submit reports, facilitate appropriate communications with grantors, monitor measurable outcomes through data collection and analysis; attends meetings associated with the grant objectives.
7.	Serves as liaison to other departments, faculty, external agencies and professional organizations; serves as a health advocate for enrolled students.
8.	Performs a variety of administrative support activities; maintains student files and assures accuracy and confidentiality; prepares and maintains a variety of records and reports related to assigned program.
9.	Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student and program needs.
10.	Trains and provides work direction and guidance to others as directed.

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11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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**WORKING RELATIONSHIPS**

The Health Education Coordinator maintains contact with the Health Center staff, counselors, faculty, students, various campus and District departments, employers, and state and local government agencies.

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**EDUCATION AND EXPERIENCE**

Bachelor's degree from an accredited college/university, preferably in nursing, public health, health education, community health, social services, behavioral sciences or related field.

Two (2) years of experience in health education, health promotion, and/or prevention of health conditions in a community setting.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of applicable sections of State Education Code and other applicable laws.

Knowledge of principles, methods and techniques of population based assessment, planning, intervention and evaluation of evidence based health education.

Knowledge of promotion and prevention programming that supports behavioral change.

Knowledge of behavioral risk factors and health conditions affecting young adults (e.g., substance abuse, depression, sexual assault, etc.).

Knowledge of the American College Health Association's Standards of Practice for Health Promotion in Higher Education.

Knowledge of HIPPA and FERPA.

Knowledge of health education including mental health, sexually transmitted diseases, nutrition, substance abuse, family planning and other related health issues.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to work effectively with individuals with disabilities.

Ability to establish and maintain professional and collaborative working relationships with members of a diverse community, including employers, students, community college faculty, staff and administrators, and state and local government agencies.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

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Ability to work independently with little direction.  
Ability to understand and follow oral and written directions.  
Ability to communicate efficiently both orally and in writing.  
Ability to supervise, train and provide work direction to others.  
Ability to establish and maintain effective working relationships with others.

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**SPECIAL REQUIREMENTS**

First Aid and CPR Certification  
A valid California Driver's License

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**WORKING CONDITIONS**

Medical office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.