



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HEALTH EDUCATION AIDE	2. DIVISION COUNTY HEALTH ADMINISTRATION: <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT HEALTH PROMOTION
4. ORGANISATIONAL RELATIONSHIP The Health Education Aide will report to the Health Education Officer.	5. NATURE & SCOPE The Health Education Aide is responsible for the technical work in the field of Public Health Education in a generalized Public Health Education Program for the Authority. He/She performs duties under supervision to ensure conformity to the established policies and procedures, and accepted techniques through conferences, reports and an evaluation of results achieved.	
6. SPECIFIC ACCOUNTABILITIES The Health Education Aide: <ul style="list-style-type: none"><input type="checkbox"/> Assists in developing and administering a generalized Health Education program.<input type="checkbox"/> Prepares health education material such as pamphlets, posters and videos for distribution to clients/public and charts and models for demonstration purposes.<input type="checkbox"/> Assists in organizing exhibitions and in-service training of the Authority’s employees.<input type="checkbox"/> Advise and consults with voluntary and international agencies.<input type="checkbox"/> Advise and consults with interested groups on problems, needs and programmes in public health education.<input type="checkbox"/> Participates in health fairs and health outreach programmes.<input type="checkbox"/> Participates in administering and collecting data for studies and surveys of public health education needs.<input type="checkbox"/> Assists in preparing weekly updates, rosters, reports and maintaining programme records.<input type="checkbox"/> Attends meetings, workshops, trainings and seminars as required.<input type="checkbox"/> Performs related work as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"><input type="checkbox"/> Knowledge of the principles of Public Health Education.<input type="checkbox"/> Knowledge of the facilities, media, methods and techniques of disseminating educational information to the public.<input type="checkbox"/> Knowledge of the basic principles of public health.<input type="checkbox"/> Excellent communication skills, both oral and written.<input type="checkbox"/> Ability to use initiative and resourcefulness in gathering data and composing articles and speeches on public health topics.<input type="checkbox"/> Ability to present ideas accurately, effectively and concisely, both orally and in writing.<input type="checkbox"/> Ability to interpret public health issues.<input type="checkbox"/> Ability to establish and maintain effective working relationships with associates, local agencies and community groups.		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"><input type="checkbox"/> Five (5) CXC/GCE O’Levels inclusive of Mathematics, English A and a Science subject.<input type="checkbox"/> Computer Literate in Microsoft Office Suite.<input type="checkbox"/> Professional certificate in Events or Project Management would be an asset.<input type="checkbox"/> Peer Educator/Health Educator Training would be an asset.<input type="checkbox"/> Training and Certification in any Graphic Design software would be an asset.<input type="checkbox"/> At least one (1) year experience in planning and participating in community programmes.<input type="checkbox"/> Any equivalent combination of experience and training.		

9. SUPERVISORY RESPONSIBILITIES

Not applicable.

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ☐ Health Education Officer
- ☐ County Medical Officer of Health
- ☐ Primary Care Nurse Manager
- ☐ Area Administrative Officer
- ☐ Health Promotion Specialist
- ☐ Other related Heads of Department
- ☐ Public Health Observatory
- ☐ Other members of the health team

External:

- ☐ Ministry of Health
- ☐ Other Regional Health Authorities
- ☐ Ministry of Sports & Youth Affairs
- ☐ Ministry of Education
- ☐ National Oncology
- ☐ Non-government organizations (NGOs), community-based organizations (CBOs), Community Groups
- ☐ Pan American Health Organization (PAHO)
- ☐ Other agencies to promote healthy lifestyles