



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HEALTH EDUCATION OFFICER	2. DIVISION COUNTY HEALTH ADMINISTRATION: ☐ ST. ANDREW/ST. DAVID ☐ NARIVA/MAYARO	3. DEPARTMENT HEALTH PROMOTION
4. ORGANISATIONAL RELATIONSHIP The Health Education Officer will report to the Health Promotion Specialist.		5. NATURE & SCOPE The Health Education Officer is responsible for supporting the planning, implementing and evaluating of Health Promotion and Health Education Programmes according to health priorities identified by the ERHA utilizing relevant health promotion strategies. He/She participates in planning and coordinating interventions aimed at behavior change for the adoption of healthy lifestyles, based on risk and health needs assessments for the Region’s catchments population.
6. SPECIFIC ACCOUNTABILITIES The Health Education Officer: ☐ Prepares lectures and/or sessions on healthy lifestyle choices for various target groups e.g. primary and secondary school children, youth groups and community organizations. ☐ Prepares lectures and/or sessions to support the prevention and control of Non-Communicable Diseases in children and adults ☐ Plans, implements, evaluates and reports of Health Promotion and Health Education programs for the assigned unit. ☐ Prepares discussions and talks on AIDS prevention for various target groups and develop educational material, leaflets, posters, videos on HIV/AIDS; managing sexuality and other related issues. ☐ Participates in leading discussions/sessions/lectures on managing sexuality/HIV/AIDS prevention and other World AIDS Day activities and Pre-Carnival AIDS programme. ☐ Supports and participates in formulating programs in mobilizing and building healthier communities; healthy spaces initiatives, and green thumb corners, etc. ☐ Develops educational materials, leaflets, posters, videos etc. on healthy lifestyle choices and life wellness. ☐ Compile, collects and formulates data on Knowledge, Attitudes and Perception (KAP) surveys among school students on HIV/AIDS, sexuality behaviors and choices. ☐ Attends workshops, seminars, updates on AIDS, Adolescent Reproductive health and relevant healthy life-style choices. ☐ Participates in training of youth and adolescents in AIDS education, and conducting workshops, health fairs, and seminars in maintaining optimum health and well-being. ☐ Conducts surveys on Adolescent Health. ☐ Performs related work as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES ☐ Knowledge of the facilities, media, methods and techniques of disseminating educational information to the public. ☐ Knowledge of the basic principles of public health, public health policies and Health Promotion strategies and goals. ☐ Excellent communication skills, both oral and written. ☐ Ability to use initiative and resourcefulness in gathering data and composing articles, speeches and public health topics. ☐ Ability to present ideas accurately, effectively and concisely both orally and in writing. ☐ Ability to interpret public health issues and apply underlying principles. ☐ Ability to establish and maintain effective working relationships with associates, local agencies and community groups.		
8. MINIMUM TRAINING AND EXPERIENCE ☐ Bachelor of Science Degree in Health Education from a recognized institution. ☐ A minimum of five (5) years’ experience in Public Health Education ☐ Experience in Microsoft Office Suite ☐ Any equivalent combination of experience and training.		
9. SUPERVISORY RESPONSIBILITIES ☐ Health Education Aide ☐ Motor Vehicle Driver		

☐ Clerical Staff
10. COMMUNICATION AND WORKING RELATIONSHIP Internal: ☐ Health Promotion Specialist ☐ County Medical Officer of Health ☐ Primary Care Nurse Manager ☐ Area Administrative Officer ☐ 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.