



**DATE ISSUED:** 09/05  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Health Educator

### **JOB SUMMARY**

The position is responsible for professional development and administration of health education programs for Student Health Services. Responsibilities include facilitating the Student Health Advisory Committee, Health Fair Planning Committee, and the Peer Education Student Organization. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Student Health Services

*Supervises:* Student interns, Student Assistants, and Praxis volunteers

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Collects needs assessments information and designs.

Plans, implements and evaluates student, faculty, and staff programs for health promotions.

Develops strategies for reducing health risks and promotes health and wellness among TWU community members.

Serves as principal agent for Student Health Services in making health promoting information available to student, faculty, staff and the community, using a variety of methods/media.

Establishes and maintains a health education resource library.

Facilitates and coordinates the Student Health Advisory Committee and Peer Education Student Organization.

Assists with student referral to metroplex area resources referable to health and wellness issues.

Participates in TWU health programs and screenings with community agencies as necessary.

Participates in active marketing programs for the TWU Student Health Services.

Chairs the annual Student Health Services- Health Fair Planning Committee.

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May write grant funding proposals.  
Provides management assistance with reports, recommendations, suggestions and participates in decision-making as appropriate.  
Participates in continuing education and professional development activities.  
Observes safety and security precautions appropriate to work performed.  
Provides educational intervention to students referred by the office of Student Life.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree in Health Education or Nursing required. Master's degree preferred.

### ***EXPERIENCE***

Four years experience in health promotion and education or any equivalent combination of education and training or three years experience with a Master's degree. CHES (Certified Health Education Specialist) certification preferred.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Extensive knowledge of the curricula and methods of health education.  
Strong oral communications and presentation skills.  
Skills in administrative management.  
Ability to work independently and creatively, with minimal direction.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to communicate effectively - by phone, in person, and in writing.  
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.  
Ability to represent the department and University in a friendly, courteous, and professional manner.  
Ability to attend weekend and evening activities of the University as required by the office of Student Life and Student Health Services.  
Ability to respond to emergency situations in a timely manner.  
Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***