

**College of the Siskiyou**  
**Job Description**

**Job Title:** Health Education Specialist

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Class:** Q

**Salary Schedule:** Classified

**Job Summary**

Coordinates the Student Health Education Program. Designs HIV, alcohol/drug wellness education programs and campus awareness activities and events.

**Essential Duties and Responsibilities-include the following**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provide health education and wellness services to COS students through classroom presentations and campus-wide awareness activities and events.

Provides HIV testing.

Recruits and trains peer educators to conduct health education programming.

Organizes campus-wide wellness awareness events in coordination with the Student Activities Coordinator, to include health-related activities during special months (e.g. breast cancer – October, AIDS Days – December and February sexual assault – March alcohol awareness – April , etc.) and the annual COS Health Fair.

Coordinates health clinic on campus

Collaborates with community agencies for resources and support.

Prepares correspondence and promotional materials; maintains records; documents activities and student participation

Conducts series of workshops on substance abuse and other health-related topics on campus and upon request of faculty and staff.

Performs related duties as assigned.

**Employment Standards**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

**Knowledge of:**

Principles and practices of health education.

Recruitment strategies.

Program development.

Wellness facts.

Ability to:

Provide technical leadership in health education.  
Communicate effectively verbally and in writing.  
Operate a PC and related software.  
Maintain effective working relationships with other people.

Education and/or Experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Associate's degree in a health related field. Bachelor's degree preferred. At least one (1) year of teaching or nursing experience.

Physical Demand: 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 is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Licenses and Certificates: When driving a district vehicle a valid California Driver's License and evidence of appropriate automobile insurance, based on DMV regulations, may be requested.

**Job Description Approved: 2/03; Revised 7/05**