



## Health Education Assistant

*Class Code: 8145*

*Date Established: 06-30-80*

*Date Revised: 09-13-05*

### **OVERVIEW:**

Under general supervision, the Health Education Assistant develops and maintains materials for use by various departments of the Student Health Center and plans and assists in educational programs and workshops.

### **DISTINGUISHING CHARACTERISTICS:**

The Health Education Assistant is distinguished from the Health Educator by the responsibility for activities in selected health education areas rather than for overall program assessment, planning and evaluation.

### **TYPICAL ACTIVITIES:**

Incumbents in this classification give health education talks to selected groups, providing basic information on health topics such as family planning, venereal disease, dental health, sickle cell anemia, environmental health and other student health services; prepare health education newsletters and bulletins for distribution to target groups; assist in the design, preparation and pre-testing of health education and audio-visual aids such as pamphlets, posters and slide-sound series; review pamphlets, films or other health education materials to determine their suitability for use with specific groups; assist in program planning by identifying barriers to good health practices among the target groups; identify and/or organize self-help resources which may be useful for dealing with specific problems and implementing health education programs; conduct individual or group discussions to obtain reaction to health education programs and to assess student health and health education needs; identify and catalogue campus and community resources which will be useful in implementing health education programs; compile, review and maintain an inventory of current health education material for students and staff; assist in planning and conducting workshops, open sessions or other activities; and assess the use and degree of knowledge obtained from visual and audio materials and redesign if necessary to improve level of understanding.

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge and Abilities:***

General knowledge of the techniques for collecting and compiling data, and the means of disseminating educational information to the public through various mass and audio or visual media. Working knowledge of elements of program definition and planning.

Ability to lead group discussions; prepare and deliver informational talks; use visual aids, and give clear, understandable answers to questions which are raised by target group audiences; conduct interviews or group discussions to obtain data on health habits and needs, observe reactions to questions, and record or summarize findings; communicate effectively, both orally and in writing, to individuals with various interests and from varying cultural and ethnic backgrounds; draft simple staff reports and articles for publication in newsletters and bulletins; establish and maintain effective working relationships with peers, target segments of the student community and representatives of the news media; and use library resources to select relevant material and to prepare written abstracts.

***Education:***

Equivalent to bachelor's degree from college in health sciences, nursing, community health education, nutrition, social work, social sciences or related field. Possession of a license as a registered nurse in the State of California plus one year of experience in a major aspect of health education may be substituted for the four-year degree in a related field.

Paraprofessional or professional experience in the preparation and dissemination of public information may be substituted for up to two years of college on a year-for-year basis; or, one year of paraprofessional experience in public health education may be substituted for up to two years of college on the basis that one year of experience is equivalent to two years of college. Related volunteer health education experience also may be substituted for the up to two years of college in the standard volunteer work equivalency formula. These alternatives are not exclusive and are listed here to indicate some of the educational and experience patterns which will be considered.