



SOUTH EAST REGIONAL HEALTH AUTHORITY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Health Education & Promotion Officer
JOB GRADE:	HPC/HPE 1
INSTITUTION:	Kingston & St. Andrew Heath Department
DEPARTMENT:	
DIVISION:	Primary Care
REPORTS TO:	Parish Health Education & Promotion Officer
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department

Date

Human Resource Department

Date created/revised

REGIONAL HEALTH AUTHORITY

JOB SPECIFICATION AND DESCRIPTION

ROLE AND CORE FUNCTION

Under the general and technical supervision of the Parish Health Education Officer the position is responsible for mobilizing communities, working with existing groups, initiating group formation, planning, implementing and evaluating health education programmes in an assigned geographical area.

DUTIES & RESPONSIBILITIES:

- Manages Health Education programmes in the parish, in the absence of the Health Education Officer
- Develops Health Education plans in collaboration with Parish Health Education Officer and community leaders.
- Plans programmes using data to address community needs. Coordinates and conducts Family Life and Family Planning Education Programmes
- Provides assistance in programme planning implementation and evaluation to schools and community groups.
- Plans and implements activities to celebrate special events and days.
- Prepares, procures and distributes health education materials.
- Maintains inventory of health education equipment and materials. Attends meetings designed by the Parish Health Education Officer or Medical Officer of Health.
- Identifies factors that hinder health behaviour and in collaboration with staff and community members, develops partnership to advocate for changes.
- Designs, conducts surveys and analyses findings to determine health education needs.
- Diagnoses community problems and plans strategic interventions
- Organizes conferences, seminars and workshops for the dissemination of information
- Organizes and mobilizes community leaders for the formation of Health Committees.

- Trains community leaders, health committee members and community health aides in programme planning and communication skills.
- Participates in training programmes. Represents the Health Department at meetings.
- Provides consultation on health education matters to health staff and community groups.
- Consults with personnel of other agencies and ministries to identify areas for health education input
- Performs any other related function as assigned

AUTHORITY TO:

- Set educational objectives for the health programmes and to plan strategies to achieve objectives
- Arrange community meetings for the purpose of educating the public

PERFORMANCE CRITERIA

This job is satisfactorily performed when:

- Agreed objectives have been achieved within the stipulated time
- Reports are timely and accurate
- Good relations are maintained with the community

QUALIFICATIONS AND EXPERIENCE

Graduate of a tertiary institution eg. Teachers' College, Nursing School, 2-year Social Work course.

Graduate of an institution offering preparation in Health Education or Social Sciences

Plus

Two (2) years' experience in one of the above-mentioned fields

Experience obtained via working within community

Continuing Education: In-service training

SPECIFIC KNOWLEDGE REQUIRED

- Thorough understanding of the techniques of programme development, planning, implementing and evaluating.
- Thorough knowledge of the practices, principles, and approaches of health education and health promotion.
- The ability to train staff, organize and co-ordinate staff programmes.
- Knowledge of the development of health education materials taking into consideration target audience, age, readership and literacy levels.
- The job requires continuity study, attending seminars, workshops and short courses, study of a variety of tests and periodicals to maintain knowledge of new trends in Health Education.
- Computer literacy

REQUIRED SKILLS AND SPECIALISED TECHNIQUES

- Well-developed planning, organizing and decision-making skills
- Well-developed written and oral communication skills
- Good time management skills
- Good problem-solving skills
- PC operating skills

WORKING CONDITIONS

- Required to work beyond normal working hours as necessary to meet critical deadlines
- Required to work in communities and schools

REPORTING RELATIONSHIPS

REPORTS TO: Health Education Officer

NATURE OF SUPERVISION RECEIVED:

Supervision based on specific objectives and established procedures and practices.

SUPERVISION GIVEN TO:

Directly: N/A
Functionally: Community Leaders

LIAISES WITH:

Internally:	Externally:
Unit Heads	School Personnel
Staff Members	Community Leaders
	Government Agencies
	Government Ministries