

HEALTH EDUCATOR/COUNSELOR*

Function of Job:

Under administrative direction of designated supervisor, to be responsible for assigned health promotion/education program (s) for faculty, staff and/or students, including related educational and counseling services.

Characteristic Duties and Responsibilities:

1. Design, organize, implement, administer, publicize, schedule and present educational programs on health promotion topics for USNH faculty, staff, and/or students.
2. Manage assigned health education program (s) and coordinate efforts with campus health services and other concerned departments.
3. Provide one-to-one and group counseling, information services, consultation and referrals in health education topics.
4. Work cooperatively with campus administrators, supervisors, department chairpersons and/or student organizations/residence hall staff concerning faculty, staff and/or students with health problems.
5. Recruit and train staff for peer oriented health education programs.
6. Assist faculty, staff members and/or students in health research and maintain current library on health education topics.
7. Formulate annual objectives, collect data, evaluate progress and recommend future directions of program, taking cost reduction concerns into consideration.
8. Coordinate and assist in designing programs to be presented by health education staff, students and others.
9. Maintain skills and professional knowledge needed for counseling, educational programming, staff training and worksite health promotion.
10. Supervise staff members and/or students as assigned.
11. Maintain liaison, consult and work with internal and external health services and agencies.
12. May teach college/university course (s), as assigned.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Counseling, Health Education, Public Health, or related science, or equivalent training and/or experience.
2. Two years' experience in area of Health Education and/or Health Counseling associated with schools or in the community.
3. Working knowledge of peer oriented education programs, health education issues within area of specialization, and internal/external health agencies and services provided.
4. Ability to communicate and work effectively with students, other health professionals, and college/university staff.
5. Supervisory ability.

Additional Desirable Qualifications:

1. Certification in CPR.
2. Training in exercise and fitness.

6/4/93

System Approval

6/4/93

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 7/30/76 and revised 3/3/77, and 1/23/80 and 2/13/86.