

SARPY/CASS

Health Department

Position Title:	Peer Health Educator II		
Agency Unit:	Health Promotion		
Reports to:	Health Director or Designee	Supervises:	None
Employment Status:	Part-time 17-32 hours/week	Full-time 40 hours/week	FLSA Status: Non-exempt

Position Summary

The Peer Health Educator II (PHE-II) provides community education and support for a broad range of Department programs, including but not limited to the Nebraska WIC Breastfeeding Program, maternal and child health initiatives, chronic disease prevention efforts, and other public health programs. This role collaborates with program coordinators, WIC staff, local agencies, and community partners to promote individual and population health. The PHE-II delivers public health education, outreach, and behavior-change initiatives in diverse community and clinical settings across the Omaha Metro area and throughout the health jurisdiction, serving a wider scope of programs and populations than the PHE-I role.

Essential Duties

Under general supervision, the PHE-II performs the following essential duties in support of the core functions and essential services of public health:

Health Education and Community Outreach

- Implement health education strategies, initiatives, and activities that promote health and prevent disease, injury, and disability for individuals, families, and population groups.
- Provide education and outreach in diverse settings including clinics, schools, businesses, community organizations, and other community locations.
- Disseminate health education materials that are accurate, culturally and linguistically appropriate, and easy to understand.
- Conduct screenings to identify social determinants of health and other factors affecting health outcomes; provide resource navigation, referrals, and follow-up support to connect individuals and families with community services that address identified needs.

Client Assessment and Direct Support

- Conduct individual and family assessments within scope of practice, which may include:
 - Health history
 - Physical and nutrition screening

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- Growth and developmental monitoring
- Family functioning and support systems
- Assessment of basic needs (food, housing, income, resources, and access to healthcare)

Documentation and Record Management

- Document client assessments, services, and interventions in accordance with program guidelines.
- Utilize established medical record forms, databases, and documentation systems accurately and consistently.

Data Collection, Reporting and Program Support

- Gather, organize, interpret, and maintain data for program monitoring, reporting, evaluation, and quality improvement.

Additional Duties

In addition to position-specific responsibilities, the employee is expected to contribute to overall Department operations and organizational effectiveness:

Organizational Engagement and Professional Conduct

- Promote and incorporate the Department's mission, vision, core values, and strategic initiatives into daily work and service delivery.
- Adhere to all HIPAA requirements and Department confidentiality and privacy policies.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the public; address and resolve conflict in a professional manner.
- Represent the Department on committees, coalitions, community alliances, and other groups as assigned.
- Perform other duties as assigned.

Professional Development

- Maintain responsibility for professional growth by pursuing continuing education, attending trainings, courses, seminars, and conferences, and participating in professional committees or work groups, as approved.
- Contribute to a work environment that promotes continuous improvement in service quality and professional practice.
- Assist in training and orientation of new employees.

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Planning, Evaluation and Quality Improvement

- Participate in needs assessments, strategic planning, accreditation activities, program evaluation, and quality improvement initiatives.
- Use data-driven decision-making to inform program priorities, goals, and objectives.

Program and Resource Support

- Develop a working knowledge of Department services and programs and provide appropriate information to the public.
- Search for funding opportunities and assist with grant proposals, work plans, and development of program goals and objectives.

Communication, Documentation and Administrative Support

- Perform computer input and retrieval using a variety of hardware and software systems.
- Prepare and maintain accurate records, reports, correspondence, and other Department documents, including mileage and time records.
- Prepare or submit materials for posting to the Department website and social media platforms, as assigned.

Emergency Preparedness and Response

- Participate in public health emergency preparedness training and respond as directed during public health emergencies.

Qualifications

Some duties require additional qualifications based on program assignment.

Required

- High School Diploma or equivalent.

Preferred

- Associate's degree from an accredited college or university in public health, health promotion/education, social work, or a related field.
- Fluency in both English and Spanish.
- Proficient in Microsoft Office computer applications.
- Experience or training utilizing database, statistical, or graphics software.

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General

- Completion of mandatory Department trainings within 30 days (NIMS/ICS, HIPAA, health equity, etc.).
- Completion of required WIC breastfeeding peer support training and WIC information technology (Journey) training when performing functions within the Nebraska WIC Breastfeeding Program.
- Valid driver's license and personal transportation.
- Successful criminal records check and drug screen.
- Non-tobacco user.

Knowledge, Skills and Abilities

The following knowledge, skills, and abilities are necessary to perform the duties outlined above effectively.

Public Health and Community Knowledge

- Knowledge of the core functions and essential services of public health.
- Understanding of disease prevention, health promotion, lifestyle risk reduction, and basic public health education principles.
- Knowledge of methods used to identify public health concerns and community health education needs.
- Knowledge of community agencies, social service resources, and referral systems.
- Understanding of social, economic, and cultural barriers that may affect community members and awareness of resources that help reduce those barriers.
- Familiarity with the geography and communities of Sarpy and Cass counties.

Interpersonal and Community Engagement Skills

- Strong interpersonal skills and the ability to build trust with individuals and families from diverse backgrounds.
- Ability to work effectively with community members, partners, and service providers.
- Ability to communicate appropriately with people of all ages, cultures, and socioeconomic backgrounds.

Organizational and Work Management Abilities

- Ability to make sound decisions within established policies and program guidelines.
- Ability to organize, prioritize, and manage workload while meeting deadlines.
- Ability to work independently with minimal supervision after training and orientation.

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- Ability to follow verbal and written instructions accurately.
- Ability to perform duties with attention to detail, accuracy, and thoroughness.

Adaptability and Work Environment

- Ability to adapt to flexible scheduling needs, which may include evenings, weekends, overtime, or emergency call-ins.
- Ability to safely operate a motor vehicle in the performance of job duties.

Work Environment and Physical Requirements

Work Setting

- Primarily performed indoors in office settings, community sites, clients' homes, and workplaces; occasional work outdoors.
- May involve variable days, hours, weekends, holidays, and emergency call-ins.
- Work can be fast-paced with multiple priorities and interactions with irate or uncooperative individuals.
- Travel may expose the incumbent to inclement weather conditions within Sarpy and Cass counties.

Physical Requirements

- Requires extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing.
- Ability to frequently lift and/or carry up to 25 lbs., and occasionally lift and/or carry up to 50 lbs.
- Frequent fine motor activity of fingers, hands, and wrists, along with gross motor movement of elbows and arms, requiring hand-eye coordination and manual dexterity.
- Required sensory abilities include vision, hearing, and touch:
 - Visual abilities (correctable to normal) include close, distance, and color vision, depth perception, and ability to adjust focus.
 - Hearing and speech within normal ranges for effective communication.

Exposure and Safety Considerations

- Duties may involve exposure to adverse socio-economic conditions, offensive odors, bloodborne pathogens, other body fluids, and infectious materials.
- Must follow proper procedures and use personal protective equipment to minimize exposure.

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- All personnel must be able to wear a NIOSH-approved N95 respirator due to potential public health emergency response requirements.

Limitations and Disclaimer

- This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, or skills required.
- Employees may be required to perform other job-related duties as requested by the Sarpy/Cass Health Department, in compliance with Federal and State laws.
- The requirements listed represent minimum knowledge, skills, and abilities necessary to perform the job successfully. Employees must have the abilities or aptitudes to perform each duty proficiently.
- Employment with the Department is at-will. Continued employment is contingent upon satisfactory performance and the continued availability of grant, contract, or other funding sources that support the position.
- Job descriptions may be modified to reasonably accommodate individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA) and other applicable laws.
- Applicants must be able to perform the essential duties of the position safely and effectively, with or without reasonable accommodation, consistent with applicable federal, state, and local laws.
- The Sarpy/Cass Health Department reserves the right to modify essential and additional duties at any time.

Acknowledgment:

I have read and understand the duties and responsibilities of this position. The duties, responsibilities, and minimum requirements have been reviewed with me, and I have received a copy of this job description.

Employee's Signature

Date

Health Director's Signature

Date