



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



Job Opening
Health Educator

Department: Health & Human Services

Division: Community Health and Wellness

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday - Friday, 9:00 A.M. – 5:00 P.M. (40 hours/week)

Salary: \$45,000 to \$50,000/yr. Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages include pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Health Educator to support the Department of Health and Human Services – Community Health and Wellness. Under the direction of Management, the ideal candidate will assess individual and community health needs and plan, implement, and evaluate effective health education programs. Coordinates health education services, serves as a resource person in health education, and communicates health and health education needs, concerns, and resources.

Job Duties:

- Assess community health needs.
- Develop a structured ward-based health education program.
- Develops a health education program to address community health needs, including drug and alcohol abuse control, smoking prevention and cessation, nutrition, injury control, physical fitness, exercise, and other preventive health activities.
- Identifies target populations and assesses health education needs based on information from the New Jersey Department of Health and Senior Services, community health organizations, and other relevant health-related data.
- Prepares health education program plans.
- Involves local community leaders in the planning, implementing, and maintaining health education services and programs; collaborates with other agencies and consults with subject matter specialists in the planning, implementation, and maintenance process.
- Applies appropriate health education interventions to provide for the effective implementation of health education programs.
- Provides consultation and training to agency staff in the application of health education techniques.
- Evaluate health education objectives.
- Provides guidance to the local health officer to plan, organize, and develop a program of health education for the community.

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- Provides guidance to various civic, fraternal, health, and volunteer organizations to organize and develop study programs on public health problems.
- Provides guidance and consultation to community organizations to develop and improve their health education activities.
- Assists individuals and groups to develop good personal health practices.
- Visits and speaks before members of health, civic, and welfare organizations.
- Interprets objectives and policies of the local health department.
- Creates and stimulates a public awareness of public health needs.
- Prepares press releases and written materials regarding the programs and functions of local clinics and the health department.
- Coordinates the health education activities of various community organizations.
- Assists hospital, clinic, and health department staff in presenting health information to patients and other individuals.
- Identifies community health education needs, interests, and practices.
- Provides advice to instructional and other school staff in the planning, development, and presentation of health education programs for students.
- Evaluates community health resources and health education programs.
- Prepares reports and correspondence.
- Maintains records and files.
- Performs other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Required Education Background: Graduation from an accredited college or university with a Bachelor's degree in Health Education, Public Health, Community Health Education, Nursing or a related Health Education field.

Required Experience: Two (2) years of experience assessing community health education needs and in the planning, implementation, and evaluation of diversified health education programs in a local health department or state or local health agency. A Master's degree in one of the areas listed above may be substituted for one (1) year of the required experience.

Preferred Experience: Health planning, collecting and analyzing health data, and evaluating health programs.

Required Certification: Applicants must possess a certification as a Certified Health Education Specialist (CHES) issued by the National Commission for Health Education Credentialing, Inc.

Essential Skills:

- Effective communication skills.
- Knowledge of health education techniques and practices.
- Knowledge of the methods used to develop health education programs.
- Knowledge of the methods used to collect and analyze health data.

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- Knowledge of the methods used to analyze and evaluate community health needs and resources.
- Knowledge of the principles of disease control, epidemiology, and environmental health.
- Ability to plan, organize, and develop a community health education program.
- Ability to provide guidance and advice on health education issues and matters.
- Ability to assess community health needs and resources.
- Ability to identify community health education needs.
- Ability to establish and maintain cooperative working relationships with those interested in or involved in the work of the program.
- Ability to gather, analyze, and interpret health data.
- Ability to prepare reports and correspondence.
- Ability to establish and maintain records and files.
- Ability to evaluate health education programs.

A full Civil Service job description is available here: <https://info.csc.state.nj.us/jobspec/01981.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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