

**CLASSIFICATION:** HEALTH PROMOTION ADVISOR

**Class Code:** 5027-23

**Date Established:** 01-20-81

**Occupational Code:** 7-4-1

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To plan, develop, coordinate and evaluate public health education, health promotion and disease prevention programs with agency personnel, community health agencies, and other health and human service agencies, educators, medical doctors and nursing professionals.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Provides ongoing health promotion consultation services for public health programs, agency personnel, and community health organizations.
- Provides technical assistance and in-service training to professional and para-professional staff in health agencies and other official or voluntary agencies.
- Conducts needs assessment activities describing current distribution of services and determines availability and quality of services.
- Collects and analyzes health risk factor data, other health related data and information relative to health risk factor reduction, primary and secondary disease prevention services, and resources available in the state to identify health promotion/education and disease prevention needs.
- Identifies gaps in current delivery system, and develops written plan for provision of services.
- Reviews and assesses medical and scientific research reports relative to cardiovascular disease, cancer and other chronic diseases, and disseminates this information via distribution of educational resources, professional training and technical assistance.
- Assesses communities to identify health education and promotion needs and resources available to specific client groups.
- Assesses health promotion needs in the state through the collection and analysis of various health related data.
- Develops and evaluates health education and promotion materials.
- Promotes staff development in community health agencies through planning and conducting in-service educational programs.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in public health education, social work, education, public health, genetics, biology or related biological science. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience required in developing educational and promotional programs for community organizations, in the area of public health, or in a medical genetics center involving administration, planning, consultation or direct services. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** Valid New Hampshire driver's license and/or access to transportation for statewide travel.

#### **SPECIAL REQUIREMENTS:**

1. For genetics responsibilities: Board certified or Board eligible by American Board of Medical Genetics or the American Board of Genetic Counseling.

**RECOMMENDED WORK TRAITS:** Knowledge of the provisions, objectives, goals and policies of community health services and facilities. Knowledge of the structure, organization

and methods of public, private health and social agencies. Knowledge of the theory and principles of education. Knowledge of community and family health services. Knowledge of the social, cultural and economic factors as they affect health related attitudes, values and behaviors. Knowledge of research methodology and the methods of designing, delivering and evaluating health care and educational programs. Ability to communicate effectively orally and in writing. Ability to perform research. Ability to provide advisory supervision. Ability to speak before groups. Ability to establish and maintain effective working relationships with professional and technical personnel as well as the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.