



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Senior Health Educator
JOB GRADE: MCG/IE 4
DEPARTMENT: Health Promotion & Protection
REPORTS TO: Director, Health Promotion & Protection
MANAGES:

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

The incumbent has the responsibility for planning, developing, implementing and evaluating health promotion/health education programmes and strategies.

KEY OUTPUTS

1. Advice on behaviour change and health education matters
2. Healthy lifestyles programmes developed and implemented
3. Health promotion programmes and policy developed and implemented
4. Newsletters published
5. Health education materials prepared, procured and distributed
6. Health committees formed

KEY RESPONSIBILITY AREAS

1. Contributes to the development and implementation of a National Health Promotion Policy.
2. Collaborates with the Director, Health Promotion and Education in planning and implementing strategies geared towards promoting healthy lifestyles.
3. Co-ordinates and monitors health education programmes administered at the national level ensuring that the goals and objectives of the Ministry's priority programmes are met.
4. Co-ordinates and conducts Family Life and Family Planning and Healthy Lifestyles Education Programmes.
5. Develops health promotion programmes specifically for use in schools and community based organizations.
6. Assists in developing national level health education programmes.
7. Coordinates the implementation of programmes
8. Promotes community participations in health promotion by initiating the formation of Health Committees, mobilizes community resources.

9. Plans and implements training seminars/workshops for Health Committees, community leaders, members of the health team and non-government organizations in programme planning and communication skills.
10. Selects and researches health education materials for overseas programmes and international agencies to determine their relevance to local programmes.
11. Collaborates with Director, Health Promotion and Education in undertaking ongoing evaluation of health education programmes to ascertain effectiveness in achieving objectives.
12. Prepares, procures and distributes health education materials.
13. Liaises with the media on health education materials.
14. Contributes to the preparation of quarterly newsletter to provide information on healthy lifestyles.
15. Represents the Ministry of Health at meetings and conferences on health promotion.
16. Provides consultation on health education matters to the health staff individuals and community groups.
17. Participates in the development of programmes and strategies Which promote healthy lifestyles.
18. Implements, monitors and evaluates health education programme undertaken by the Ministry of Health.
18. Promotes community participation in health promotion activities.
19. Performs any other duties, as assigned by the Director, Health Promotion and Education.

PERFORMANCE STANDARDS

1. Stipulated deadlines are met
2. Expected to display a high level of integrity and professionalism
3. Effective strategies and programmes developed and implemented which promote healthy lifestyles

4. Frequent/consultation with community groups
5. Education materials widely available to target groups

REQUIRED COMPETENCIES

Core Competencies	Levels
Good written communication skills	3
Good oral communication skills	3
Strong interpersonal skills	3
Highly developed analytical thinking skills	3
Problem solving and decision making skills	3
Knowledge of management principles and practices	3
Integrity	3
Ability to manage external relationships	3
Be computer literate	3

Functional/Technical Competencies	Level s
Interviewing skills	
Sound knowledge of National Health Policies	
Knowledge of laws, regulations and rules governing the health sector	
Knowledge of the Ministry's health policies	
Knowledge of Socio-cultural practices and how they impact on health	
Knowledge of research methodology	

REPORTING RELATIONSHIPS

Supervision received from	Director, Health promotion and Education
Supervision given to directly	none
Supervision given to Indirectly	none
Liaise with Internally	Hospital and Health department, regional Health Authorities, All staff members.
Liaise with Externally	Non-Governmental Organizations, education Institutions, Community Organizations, Private Sector Entities, Media, members of the Public, National and International health Agencies

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc. in Education or Social Sciences or community Health specializing in Health education/Health Promotion; plus
- A minimum of five (5) years working experience In the field of health promotion/health education with knowledge of research and planning; or
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected to demonstrate a high level of integrity and professionalism
- May be required to travel island wide
- Numerous critical deadlines

AUTHORITY

- To address various health education issues