



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title: Prevention Education Specialist

Location: Macon County Health Department – Decatur, IL

Pay: \$19.29 hourly (Non-Exempt)

Job Type: Part-Time,

Work Location: In Person

Work Schedule & Availability: This position does not follow a fixed or consistent weekly schedule. Scheduled days and hours will vary based on departmental needs, school schedules, and educational programming requirements. Employees will receive their work schedules at least one (1) week in advance. Applicants must be able to accommodate a flexible schedule, as weekly hours may fluctuate based on program demands. A consistent number of weekly hours is not guaranteed.

Job Description

The Macon County Health Department is seeking a Part-time Preventing Education Specialist to support the Department's health education programming during the school year. This position primarily focuses on the implementation of a data driven curriculum inside public education classrooms on topics such as reproductive health education and tobacco prevention.

What You'll Do

- Plans, prepares, and delivers public health education programs and presentations.
- Provides health education to students in the classroom.
- Assists with the implementation of evidence-based and data-driven health education curricula.
- Provides educational programming on assigned public health topics, which may include reproductive health education, tobacco prevention, nutrition, and other community health priorities.
- Prepares, organizes, and distributes educational materials and resources.
- Communicates public health information in a clear, accurate, professional, and age-appropriate manner.
- Maintains appropriate documentation and tracks health education activities and program participation as required.
- Works collaboratively with Department staff, schools, and other partners to coordinate educational activities.
- Maintains confidentiality and follows all applicable department policies and procedures.
- Checks email, voicemail, and assigned communications regularly and completes required documentation and reports within established timeframes.
- Performs other health education-related duties consistent with the scope of the fixed-term assignment.

Qualifications Required

- High School Diploma required; Associate degree preferred.
- Education and/or professional experience providing community or public health education.
- Strong interpersonal, presentation, and communication skills.

- Ability to effectively present educational information to individuals and groups of varying ages and backgrounds.
- Ability to establish and maintain positive working relationships with community members, schools, partner organizations, and Department staff.
- Ability to work effectively with individuals and families from diverse backgrounds.
- Strong organizational skills and attention to detail.
- Computer proficiency with the ability to accurately document and maintain program information.
- Valid Illinois Driver's License and appropriate automobile insurance
- Dependable transportation and ability to travel to community-based educational activities as assigned.
- Ability to maintain flexibility in work availability and accommodate varying schedules based on departmental programming needs.

Employment Term & Benefits

This position is a fixed-term position anticipated to conclude in May. The position may be offered as a single-term assignment, or there may be an opportunity for the employee to return for subsequent fixed-term assignments during future school years based on Department needs, program funding, performance, and mutual interest. Each fixed-term assignment is separate and does not create a guarantee or expectation of reappointment or continued employment beyond the established term.

The employee will be eligible for all applicable MCHD employee benefits during the fixed-term period, subject to the eligibility requirements, effective dates, and terms of the applicable benefit plans and MCHD policies.

Why This Position Matters

Health education is an important part of improving individual and community health. Providing accurate, understandable, and accessible information gives students the tools they need to make informed decisions about their health and well-being.

As a Fixed-Term Health Educator, you will have the opportunity to work directly with school districts within Macon County to deliver meaningful public health education and support the Macon County Health Department's mission of promoting healthier individuals, families, and communities.

Apply Today

Submit your completed application and resume to:

Human Resources
Macon County Health Department
1221 E. Condit Street
Decatur, IL 62521
Email: HR@maconchd.org

Applications are available through the Macon County Health Department.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.