

**Job Title: Health Educator**

**Job Summary:**

Under the direction of the iMAD Program Director, the Health Educator is responsible for facilitating educational sessions in a variety of settings including, but not limited to, in school and after school programs and other community venues.

**Organizational Relationships:**

1. Reports to: iMAD Program Director
2. Supervises: N/A
3. Works closely with community members, Schools, School Administration, businesses and the general public.

**Classification:** Temporary Part Time during school year. Summers will be off, unpaid. based on availability of grant funds.

**Job Qualifications:**

1. A minimum of a high school diploma or equivalent and at least one year of documented youth program or teaching experience.
2. Professional appearance and demeanor.
3. Excellent conceptual, management, organization skills, writing, communication, and teaching skills. Ability to generate reports and make presentations to community agencies and organizations.
4. Submit and successfully pass Level 2 fingerprinting.
5. Computer literate and proficient in Word, Excel, PowerPoint
6. Persuasive and have the ability to bring individuals and groups having divergent opinions together.
7. Exercise good judgement, tact, and diplomacy when interacting with program participants, professionals, community members, and co-workers.
8. A “team player” and someone who has excellent rapport with local community members.
9. Ability to handle adverse situations, understand cultural diversity and feel comfortable in lead position.
10. Some evenings and weekends may be required.
11. Have own transportation and a valid Driver’s License and insurance.
12. Bi-lingual a plus.

**Essential Duties:**

1. Utilize approved evidence based curriculums to facilitate programs in school, after school, and community based settings.
2. Provide assistance and guidance on educational content, methods, techniques, and materials for a wide variety of health education programs.
3. Maintain proper paperwork associated with grant requirements.
4. Participate in community health and social events targeted towards teens and parents to present and distribute information.
5. Attend all required staff meetings and associated trainings.
6. Under all circumstances, follow established policies, procedures, protocols, and related laws.
7. Participate in program/service evaluation efforts.
8. This role will have extensive interaction with socio-economically and culturally diverse populations; health professionals; academic and research personnel; community-based agencies federal, state, and local governmental agencies; private sector businesses; elected officials and departmental personnel to educate, exchange information and develop prevention initiatives. Duties include the application of public health principles and practices, behavior change and systems theories and health promotion tools and the development of effective working relationships utilizing tact, diplomacy and sensitivity when communicating in person or in writing.
9. Other duties as assigned.

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