

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, Non-Exempt, during the Highlands County school year, based on the availability of grant funds. Summers will be off, unpaid.

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. Assist in maintaining electronic curriculum so that it is up to date, medical accurate and reviewed for needed updates prior to program implementation.
3. Complete fidelity monitoring logs for each class taught using any in-school, evidence-based curriculum to guarantee fidelity. Keep documentation up-to-date.
4. Provide assistance and guidance on educational content, methods, techniques, and materials for a wide variety of health education programs.
5. In cooperation with the Data Manager/iMAD Girls Senior Health Educator and Health Educator/Why u-MAD Bro? Instructor, plan regular updates to the iMAD websites (iMAD, iMAD Girls and Why u-MAD Bro? websites) and social media sites, utilizing these to update followers on upcoming programs and community events, provide tips for teens and parents in regards to risky behaviors, and discuss program successes to be submitted to iMAD Program Director for approval.
6. Disseminate an updated provider referral guide for youth and their families identifying health care providers in the area offering health care services for youth.
7. Maintain proper paperwork associated with grant requirements.

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8. Participate in community health and social events targeted towards teens and parents to present and distribute information.
9. Serve as a back-up after-school Instructor, as needed, as appropriate.
10. Attend all required staff meetings and associated trainings.
11. Under all circumstances, follow established policies, procedures, protocols, and related laws.
12. Participate in program/service evaluation efforts.
13. Developing effective working relationships utilizing tact, diplomacy and sensitivity when communicating in person or in writing with diverse populations, including but not limited to, 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.
14. Other duties as assigned.

EOE/DFWP

Sign

Date