



POSITION: COMMUNITY HEALTH EDUCATOR
DEPARTMENT: Administration
STATUS: Full Time, Non-Exempt

Position Summary: Under the direction of the Chief Development and Communication Officer, the Community Health Educator will be responsible for the ongoing coordination of program activities.

Essential Duties and Responsibilities:

1. Provides information, referral and outreach services to the targeted community in a manner that is culturally sensitive.
2. Maintains and expands outreach to community institutions and agencies such as churches, local community centers, homeless shelters, rehabilitations and recovery centers, retail establishments, schools and other locations where target population could best be reached.
3. Documents outreach activities and education sessions.
4. Works closely with STI collaboration on education and testing
5. Develop and submit monthly reports to Director of Fund Development, Communications and Outreach
6. Completes monthly statistics and reports on outreach, exam results, etc.
7. Schedules client appointments and follow-up as needed for exam results.
8. Other duties as assigned by the T.H.E. Health and Wellness Centers Director of Fund Development, Communications and Outreach

Qualifications and Experience:

1. High School Diploma or equivalent with some college courses
2. Experience working in a health care setting or a community-based organization
3. A minimum knowledge of health education and outreach activities
4. Must have a valid Class C California Drivers' License and access to an insured automobile
5. Must be able to work some evenings and on weekends
6. Ability to work independently and a self-starter with minimal supervision
7. Ability to work with people of diverse cultural, educational, social, and economic backgrounds

8. Excellent oral and written communication skills
9. Computer proficiency
10. Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
11. Bilingual preferred

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk, listen or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.