

JOB ANNOUNCEMENT

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| <u>Position:</u> | Health Educator |
| <u>Reports to:</u> | Program Coordinator/Director |
| <u>Salary Range:</u> | Starting salary based on experience, qualification, and budget. (100% time – 40 hours per week) |

Position Purpose:

The 100% FTE Health Educator will work under the direct supervision of the Project Coordinator/Director to implement the Reproductive Awareness Program (I&E) Scope of Work interventions. The Health Educator will be responsible for local data collection activities, local data entry, assist in CPI and other evaluation activities. The Health Educator will make referrals to Family PACT/Medi-Cal services, and assist in the development of referral mechanism. The Health Educator core responsible for all aspects of delivering and implementing the JWCH I&E – RAP in accordance with the tasks assigned in the RAP Scope of Work and Implementation Plans.

Principal Responsibilities:

1. Assists in the planning, development and implementation of program Scope of Work Interventions.
2. Teaches Teen Pregnancy Prevention classes alone or in tandem with Project Coordinator/Director. This includes preparing work materials and driving to the assigned school sites within the MSSA and/or services areas. The Health Educator is also responsible for preparing/assembling, and timely delivery of all related and assigned class sessions, interventions, and/or other services.
3. Provide inter-program referrals to program participants which include referrals to Family PACT/Medi-Cal and/or referrals to other external programs or services as appropriate. This included disseminate referral materials such as flyers & brochures with information on Family PACT/Medi-Cal services including clinic locations, hours, fees, etc. to youth participants.
4. Escorts youth participants to clinic tours.
5. Assist youth participants on a one-on-one or group in completing the Client Eligibility Certification form for Family PACT, Patient Information form, and/or other related forms/documents to access Family PACT/Medi-Cal services.
6. Conduct one month follow-up to determine if youth participants access services; to link youth to Family PACT services and/or remind youth participants to continue accessing Family PACT/Medi-Cal services.
7. Responsible for timely data collection and data entry (I&E Sharepoints and database), as appropriate and by following the established reporting guidelines.
8. Maintain all participants program forms/documentations, and file in a confidential and organized manner. Maintain and uphold HIPAA regulation.
9. Responsible for implementing and/or assisting with State Surveys, CPI implementation and/or other evaluation activities as needed.
10. Responsible for working closely with Project Coordinator/Director in completing data into I&E Sharepoints, Implementation Plans, and reports as needed, in a timely manner.
11. Assist Project Coordinator/Director in the development of the program (such as review and/or revise/update program forms, documents, health education materials, develop program curriculum, etc.).
12. Participate in assigned meetings, webinar, conference calls, and trainings as related to the program.
13. Review literature & research regarding teen pregnancy prevention to tailor program to participant needs and identify strategies to increase access to care and services.
14. Complete Time Study documentations as required.
15. Other duties as assigned.



**Non-Exempt
April 25, 2017**

Requirements:

1. Bachelor's degree in Health Education or related field, or equivalent teaching experience.
2. Experience working with youth and the general population from diverse socio-economic, ethnic, and cultural backgrounds.
3. Ability to work independently as well as with a team.
4. Ability to develop rapport and maintain professional conduct with youth, co-workers, teachers, and site administrators, other agencies, etc.
5. Ability to promote positive public relations in order to convey the objectives of the program to various groups and individuals.
6. Current Teen Pregnancy Prevention, HIV/AIDS and/or other STI's knowledge and/or working experience.
7. Experience with curriculum development
8. Working knowledge of data entry, and computer skills.
9. Ability to plan, organize, prioritize and meet deadlines.
10. Strong interpersonal, communication and written skills.
11. Ability to work independently as well as in a team
12. Critical thinker and problem solver.
13. Family Planning Health Worker Certification (preferred).
14. Must be professional, detail oriented and know how to follow-through with assigned tasks.
15. Must be committed to the program and able to work independently.
16. Working knowledge of word processing (Microsoft Word), Adobe Acrobat, spreadsheet (Microsoft Excel) programs, and PDF.
17. Current California Driver's License and ability to drive to distant program site(s) and to/ from the office.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 512
Fax Number (323) 215-0170
E-Mail: cespinoza@jwchinstitute.org

**Closing date: Open Until Filled
JWCH Institute, Inc. is an Equal Opportunity Employer (EOE).**