



Tiburcio Vasquez Health Center, Inc.

33255 Ninth Street, Union City, California 94587

Administration: (510) 471-5907 Appointments: (510) 471-5880 Fax: (510) 471-9051

TIBURCIO VASQUEZ HEALTH CENTER Department of School Based School Linked Health Services

Health Educator Job Description

POSITION: Health Educator
REPORTS TO: Youth Health Services Manager
LOCATION: Hayward High School, Hayward, California
DEPARTMENT: School Based/School Linked Health Services
TIME/STATUS: 24 hours per week/part-time \$18/hour (dependent on experience)

POSITION SUMMARY

Under the general direction of the Youth Health Services Manager, the Health Educator will provide services to Hayward High School students and their families. Responsibilities include program planning and implementation, curriculum development, and research and needs assessment activities. Responsible for coordinating **health education outreach** to the student body, providing **health education** counseling on various health topics, as well as co-facilitation of a Youth group. Has primary responsibility for the Hayward High **Youth Program and implementation of school and youth survey activities**. Works within grant guidelines to ensure grant objectives are met.

DUTIES AND RESPONSIBILITIES

1. Assists with implementation of a **Youth Program** with support from Hayward High School staff. Recruits, trains, and supervises youth leaders and youth participants. Organizes presentations by these youth at Hayward High School and feeder elementary and middle schools. Assists in facilitating and training of **Youth Leaders** group meetings and creative group activities and projects.
2. Develops, coordinates and implements **health promotion events** for the school, including collaboration with outside organizations, promotion of the health services available to students and faculty, and identifying youth outreach leaders. Develops and implements outreach strategies and public relations for programs.
3. Provides **outreach** and **health education** in family planning, birth control methods, STD prevention, substance abuse prevention, HIV/AIDS education, tobacco cessation, body image, nutrition, sexual orientation, and other areas as indicated.
4. In collaboration with the Youth Health Services (YHS) Manager, develops, coordinates and implements **youth focus groups and youth input survey**, including the outreach, recruitment and marketing and organizing regular meetings.
5. Maintains accurate statistical data regarding program implementation and documentation of daily activities and completion of program objectives. Regularly evaluates programs and produces monthly reports on the accomplishments of the program, and presents grant data to the YHS Manager and Director of SBSL Health Services on a regular basis for report writing.
6. Maintains library of current and relevant health education materials such as pamphlets, audiovisual tools, bulletins and referral to other sources. Responds promptly to requests from providers and staff for additional resources.
7. Stays abreast of research and development regarding health education and mental health for youth and adolescents. Produces and/or updates health education materials as needed to ensure current information and cultural/age appropriateness. Attends trainings on appropriate topics regarding adolescent health and well being.
8. Works as a member of the School Based/School Linked Health Services Team taking on responsibilities as needed to ensure an overall successful program.

9. Conducts case conferences with Hayward High School staff, team members, program staff, and other service providers as needed.
10. Collaborate with Hayward High School's Health Corps Coordinator and other existing health services providers on campus
11. Maintain strict confidentiality regarding students, parents, and other pertinent school information.
12. Performs all duties and services in full compliance with TVHC's *Service Excellence Standards*.
13. Performs other duties as may be assigned by the YHS Manager and the Director of School Based/School Linked Health Services Department.

QUALIFICATIONS

1. Prefer **bilingual** in English and Spanish.
2. Computer literate, prefer experience, Microsoft Word, Excel, Power Point and social media tools.
3. Understands principles of, and can implement, the peer leadership and youth empowerment model.
4. Understands principles of, and can implement violence prevention and conflict resolution strategies, pertaining to reducing racial bias, school based violence, interpersonal student conflicts.
5. Culturally sensitive and demonstrated ability and enjoyment in working with ethnically diverse adolescent populations in a progressive, environment committed to social justice issues.
6. Non-judgmental, highly ethical and able to maintain strict confidentiality.
7. Understands issues particular to adolescent populations, including adolescent development and health issues.
8. Understands principles of community health outreach and health promotion.
9. Knowledge of relevant resources, such as city, county and state welfare and social services programs and agencies
10. Ability to work independently and as a member of a team.
11. Excellent communication skills, both written and verbal.
12. Able and willing to work on an as-needed basis in order to meet operational needs of the clinic.
13. Able to meet or exceed the *Service Excellence Standards* of TVHC, Inc.
14. Ability to not schedule personal leave or vacation when school is in session.

EDUCATION AND EXPERIENCE

1. Bachelor's degree, (Masters preferred or equivalent experience) in public health, counseling, psychology, social work, or related field.
2. Two or more years experience working with adolescent population adequate to demonstrate knowledge and understanding of special needs of population.
3. Two or more years of experience working with ethnically diverse populations adequate to demonstrate knowledge and sensitivity to issues of cultural differences.
4. Two or more years implementing peer leader programs strongly preferred
5. One or more years experience working in a school based setting or teen center setting preferred.
6. One or more years case management and counseling experience strongly preferred
7. One or more years experience working with parents of adolescents strongly preferred.

Please email a cover letter and resume to mbalcita@tvhc.org

Include "Health Educator" in the subject line.

Please no phone calls.