

WILLIAM B. WALKER, M.D.  
HEALTH SERVICES DIRECTOR

DAN PEDDYCORD, RN MPA/HA  
PUBLIC HEALTH DIRECTOR



CONTRA COSTA COUNTY  
PUBLIC HEALTH CLINIC SERVICES

597 Center Avenue, Suite 150  
Martinez, California 94553

**Health Education Specialist  
School-Based Clinic Health Educator**

**(Project Position)**

**SALARY RANGE**

\$22.06 - \$26.82 Hourly

\$1765.18-\$2145.58 Biweekly

\$3,824.55-\$4,648.76 Monthly

\$45,894.60-\$55,785.12 Annually

The Public Health Division of Contra Costa Health Services (CCHS) is currently recruiting Health Education Specialist(s) to provide comprehensive adolescent health education in School-Based Mobile Clinics, Richmond High Health Center, DeAnza High Health Center, El Cerrito Health Center, middle and/or high school classrooms, juvenile detention facilities, and/or community-based organizations.

**Position Description:**

Under Public Health Clinic Services/School-Based Clinics, the Health Education Specialist (HES) works to increase youth access to medical services at local middle and/or high schools throughout Contra Costa County. The HES provides health education, outreach, organizes day-to-day school-based and mobile clinic operations, and provides client-centered counseling for students at their assigned High School(s). These positions will be based in between El Cerrito and Oakley and includes travel throughout Contra Costa County.

**Specific Responsibilities:**

- Serve as the primary contact between CCHSD school-based health clinic students and parents at Middle and/or High Schools in Contra Costa County. General duties include, but are not limited to: plan and conduct classroom outreach with students and school staff regarding school-based health clinic services; serve as a liaison between school sites and the mobile or satellite clinic; provide one-on-one client centered counseling on adolescent sexual health and provide appropriate referrals; implement daily office hours for students at middle and/or high school campuses; schedule student clinic appointments in CCLink; work closely with other Clinic Services staff; maintain clinic flow; enroll and/or refer students to appropriate Medi-Cal insurance programs; follow up with patients; attend clinic meetings and trainings; and other clinic duties as assigned
- Understand and effectively use CCLink (electronic medical record system for Contra Costa County Health Services)
- Establish and maintain relationships with schools and community partners
- Attend monthly School-Based Clinic (SBC) All staff meetings, SBC Health Educator meetings, and regional meetings, as needed
- Participate in the development and distribution of health education materials for clinic services
- Assist with the assessment of community/school health needs, as needed
- As requested, organize and facilitate adolescent health related discussions/presentations at school sites and juvenile detention facilities
- Provide and promote excellent customer service for all internal and external communities

The ideal candidate will have experience and/or a demonstrated ability to: work with youth and adults, provide client-centered counseling, communicate effectively with people from diverse communities, work well independently and with a regular team, experience working in a school-based clinic or teen clinic setting, comfortable working in a fast-paced environment and multi-task several projects, and write reports and/or keep detailed records. **Fluency in Spanish is desired.**

**Minimum Qualifications:**

Possession of a valid California Motor Vehicle Operator License. Candidates must possess a Baccalaureate Degree from an accredited college or university in Public Health, Health Services Administration, Social Work or closely related field **AND** one year of full-time experience in a health services agency or program performing health promotion, health prevention or community health education work **OR** candidate must possess four years full-time, or its equivalent experience, experience equal to the Community Health Worker II in Contra Costa County **AND** 60 semester or 90 quarter units of college coursework with at least 18 quarter and 12 semester units in health related coursework, which may be substituted for the required Bachelors Degree.

**To Apply for This Position:** You must meet minimum qualifications. Please fax cover page and resume to 925-313-6946. Attention SBC Health Education Manager. No phone calls will be taken for this position.



Contra Costa Community Substance Abuse Services  Contra Costa Emergency Medical Services  Contra Costa Environmental Health  Contra Costa Health Plan   
 Contra Costa Hazardous Materials Programs  Contra Costa Mental Health  Contra Costa Public Health  Contra Costa Regional Medical Center  Contra Costa Health