



HORIZON Health Educator Job Description

Position: HORIZON Health Educator

Full time position: Salary based on experience & skillset

This position reports directly to HORIZON Team Lead

Works closely with other C-PREP/HORIZON Team Members

HR responsibilities lie within the office of the Operations Director. Attendance and scheduling matters should be discussed directly with the Operations Director. As a courtesy, include Donna Golob, Executive Director on any schedule changes, vacation schedules or PTO notification documents or emails.

Responsibilities:

Job will include a variety of responsibilities including, but not limited to:

Assist Team Lead with scheduling of the HORIZON program

Train on HORIZON & Positive Potential programs

Understand the evaluation process of C-PREP grant / HORIZON program

Complete HIPPA Training

HORIZON Program Facilitation as scheduled with schools

Sub for Positive Potential program as needed

Attend regular / weekly team meetings

Attend regular / monthly PATH team meetings

Participate in ongoing Professional Development

Record Keeping

Reporting

Research

Other tasks assigned by Team Lead, Operations Director or Executive Director

Office Hours:

8 – 4:30 M-F

Mileage reimbursement is offered for this position at \$.45/mile. Mileage must be tracked and reported on the Reimbursement Form and submitted to the Finance Director on a monthly basis.

This form is due no later than the 28th of each month.