

## Position Description: Health Educator Job Description

The Health Educator is a full time position. The role of the Health Educator is a key position within PATH, Inc. providing program facilitation to students in middle or high school, depending on the program being implemented.

Salary is based on experience (\$15-\$18/hour), plus fringe benefits package.

It is the responsibility of the Health Educator to understand the program being implemented, the grant guidance under which the program is being funded, and the required reporting and evaluation required by the grant. This allows the Health Educator to facilitate the program effectively, while maintaining fidelity to the program.

This position reports directly to the Team Lead of the program.

### **Responsibilities:**

Complete training on program curricula and related topics, including classroom management.

Program Facilitation

Record Keeping

Reporting

Research

Assistance with Video & Social Media Platforms

Participation in weekly team meetings

Participation in monthly full staff meetings

### **Office Hours:**

8:00 am – 4:30 pm Monday - Friday

As a program facilitator, some school schedules may require you to begin your day earlier or end your day later. Adjustments must be made to ensure that you do not work more than 40 hours/week. Overtime pay is not allowable under grant funding.

All required training and certifications are provided by PATH, Inc.

### **QUALIFICATIONS:**

- Bachelor's degree in related field, or equivalent experience in staff and program management
- Three years or more of experience working with youth; classroom or program facilitation preferred
- Excellent proficiency in professional oral and written communication skills
- Competency in Microsoft applications including Word, Excel, and PowerPoint
- Strong work ethic with a high degree of energy
- SRAE, QPR, or ASIST Certification required (will be provided by PATH, Inc.)

### **TIME MANAGEMENT:**

- Makes efficient use of work time to accomplish assignments, as well as the ability to accept or respond to change in the work environment in a way that promotes the organization's goals.

#### TEAMWORK:

- Promotes effective working relationships and works effectively as part of the program team to facilitate meeting the goals and objectives of both the program team and the overall organization.

#### SAFETY:

- Responsible for following all organizational and program precautions and procedures in the performance of all duties to ensure a safe work environment for self and others.

#### CONTINUING EDUCATION:

- Maintains credentials as required by grants and/or the organization for position and also participates in professional development and in-service programs as required by position.

#### IMPROVING ORGANIZATIONAL PERFORMANCE:

- Contributes to improving overall organizational performance by engaging in developmental opportunities needed for program quality improvement.

#### CUSTOMER SERVICE:

- Has knowledge and understanding of the organization's internal and external customer needs and is committed to meeting or exceeding those expectations.

#### PHYSICAL EXPECTATIONS:

- While performing the duties of this job, the employee must be able to see reasonably well, sit, use hands and fingers, be able to handle or feel objects or controls, to hear, and communicate effectively.
- The employee must occasionally stand, walk, reach with hands and arms, stoop, kneel, or crouch to perform program facilitation, copying of materials, filing, research, and get necessary information from other programs and communicate on the telephone or via live online platforms.
- The employee is occasionally required to lift and carry manuals, easels, boxes, or other items weighing up to 20 pounds.
- Close vision and the ability to adjust focus are required.
- The physical expectations described above 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 essential functions.

#### WORK ENVIRONMENT:

- A comfortable shared office space is provided.
- Tools / Equipment necessary to perform essential tasks:
  - Filing cabinets w/lock for personnel records & other materials
  - Computer w/Wi-Fi capabilities
  - Necessary software and programming to perform essential tasks
  - Phone and/or Cell Phone Allowance
  - General Office Supplies
  - Copy of all program curricula
  - Noise level within the office / workspace is usually quiet
- The characteristics of the work environment described above are representative of a PATH employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.