

Indian Health Council, Inc.
Job Announcement

Job Title: Health Educator (OFP Prevention Grant)
Department: Human Services
Reports To: Human Services Director
FLSA Status: Non-Exempt
Salary Range: \$25,000-\$33,000
Posted Internal: 4/9/10
Posted External:

SUMMARY

Organizes and leads groups of individuals between the ages of 12 and 25 in activities that meet needs of community members by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Works under the supervision of the program coordinator to assist in the reduction of teen pregnancy.
2. Educational presentations utilizing the OFP approved curriculum will be made at designated school sites.
3. Additional presentations will be made at community centers, tribal halls, and other established locations throughout the reservations.
4. Assists with teen center activities and supervision of youth.
5. Engages in Family Pact education and implementation of services.
6. Works collaboratively with other agencies and Indian Health Council, departments and programs.
7. Participates in departmental and team meetings
8. Follows and implements all established grant objectives and protocols.
9. Maintains client confidentiality and follows all HIPPA regulations as they relate to the position.
10. Participates in youth activities that have been approved and developed through the program.
11. Maintains records of participants involved in the program and other related records as
12. Consults with other community resources regarding specific individuals, and makes referral when indicated.
13. Assists and participates in educational development and policies.
14. Follow up referrals from IHC and external agencies.
15. Prepares and maintains current patient instructional and health education materials.
16. Maintains appropriate patient education records and documentation of screening and instructional activities.
17. Serves as the male program health information resource contact for all participants and the community.
18. Provides information and referrals to appropriate community agencies and resources.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

2 years experience in a social services field preferably in the mental health arena, or 2 years of community service experience. Must have knowledge of American Indians and Indian values and practices. Must have good verbal and written communication skills, as well as good stress management and organizational skills. Must have knowledge of responsibilities involved in doing work that is highly confidential and the handling and processing of confidential information. Must have knowledge of the local area, in particular the Indian reservations, for the purpose of making home visits. Must have a clear understanding of appropriate cultural customs within this particular community.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California driver’s license and a good driving record will be required at the time of appointment and must be maintained throughout employment.

Driving is required for this position.

CPR certification must be acquired within six months of appointment.

PHYSICAL DEMANDS

Essential duties require potential employees to perform duties including but not limited to standing, sitting, walking short distances, lifting, reaching, etc. Employee must be able to travel. Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position.

CUSTOMER RELATIONS

Responds promptly and with caring actions to patients and employees.

Acknowledge psychosocial, spiritual and cultural beliefs and honor these beliefs.

Maintain professional working relationships with all levels of staff, clients and the public.

Be part of a team and cooperate in accomplishing department/organizational goals and objectives.

SAFETY

Maintain current knowledge of policies and procedures as they relate to safe work practices.

HIPPA/COMPLIANCE

Maintain client confidentiality according to HIPPA guidelines.

Indian Preference shall be given in accordance with IHC’s Policies and Procedures Section 3, Part 3-1, Paragraph 5

I have received a copy of my Job Description and accept and understand the responsibilities of my position.
