

## **RIVERSIDE COMMUNITY HEALTH FOUNDATION POSITION DESCRIPTION**

**Position Title:** Senior Health Educator

**Reports To:** Director of Community Health Programs

**FLSA Status:** Exempt

**Position Summary:** Provides leadership in the Community Wellness and Community Empowerment educational areas and identifies health needs to plan, develop, and implement effective health education programming relative to the strategic direction of the organization.

**Working Relationships:** Work directly with the Director of Community Programs to lead the Community Wellness and Community Empowerment teams. Provides supervision to health education staff.

### **Position Responsibilities:**

Actively participate in RCHF strategic and program planning, assisting with direction of health education areas. Prepare updates and reports for program and organizational needs.

Plans, develops, implements, coordinates, and evaluates health education programs by determining areas and levels of need in school and community health education through analysis of available statistics and consultation with the health educators in the service planning areas, topic specific programs, and with other concerned public or private agencies or groups.

Reviews and evaluates the implementation of health education programs by health educators to ensure the proper application of program methods and materials and to provide the opportunity to share program experience. Conducts annual staff reviews.

Evaluates the extent to which health education programs meet their objectives and impact the target population's knowledge, attitudes, beliefs, practices, and behaviors, by utilizing appropriate data collection methods such as pre and post examinations, focus groups, surveys, and questionnaires. Utilizes evaluation findings and community input for future planning and policy development.

Develops culturally appropriate health education materials, including but not limited to age specific literacy levels; prepares targeted health education messages.

Be able to provide technical supervision and interpretation of Health Education Administration policies and procedures to other professional health education staff.

Develop and update annual program and individual work plan / scope of work.

Participate in and support community events and health fairs annually.

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Assists with grant writing tasks as assigned.

**MINIMUM QUALIFICATIONS**

Education:

- Bachelor's Degree in community health, public health, health sciences, health education, or related field. Master's degree preferred

Experience:

- Minimum 5 years in developing community health programs for various populations, focusing on reducing health disparities; and conducting program evaluation
- Minimum of 2 years supervisory experience

Knowledge & Skills:

- Ability to develop, implement, and evaluate professional and community-based education programs
- Possession of problem solving, decision making and critical thinking skills
- Ability to effectively interact with a diverse community population
- Ability to work independently with minimal supervision; self-motivated
- Possession of high degree of organizational skills
- Possession of good verbal and written communication skills
- Ability to maintain poise and exercise diplomacy in contacts with partners, visitors, and fellow workers
- Proficiency in operation of various office machines and computer software programs
- Ability to set goals and to work toward meeting those goals in an organized manner
- Ability to maintain the highest level of confidentiality in all work assigned
- Ability to read, write, speak and communicate in English
- Ability to present a professional appearance both in dress and demeanor
- Ability to follow and provide clear directions

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date of Last Review

I have carefully read and understand this job description. In addition, I can state for the record that I am able to perform all job requirements as listed.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date