

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

**Position Title:** Health Educator

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

**FLSA Status:** Non- Exempt

**Position Summary:** Responsible for program planning, development, and conducting presentations to a variety of audiences increasing community education opportunities to target populations in various community settings. Provides leadership over assigned educational areas and identifies health needs to plan, implement and evaluate effective health education programming relative to the strategic direction of the organization.

### **Position Responsibilities:**

1. Design and implement health education programs designed to increase awareness and knowledge for the improvement of health in a community. This includes implementation and evaluation of National Health Observance activities.
2. Keep abreast of changes in health education and technology standards to keep health education program material relevant and current.
3. Establish and maintain ongoing relationships with community medicine and health education partners, outreach workers, community/faith-based organizations, and other community and governmental agencies.
4. Responsible for attending regular partner collaborative meetings to keep abreast of community needs and resources.
5. Assist with the development and implementation of evaluation tools required in evaluating the effectiveness and quality of programs in health education.
6. Attend and represent RCHF in identified community meetings.
7. Prepare individual reports for program and organizational needs.
8. Actively participate in RCHF strategic and ongoing planning, assisting with direction of health education areas.
9. Develop and update annual program and individual work plan / scope of work.
10. Participate in a minimum of ten (10) RCHF community events and health fairs annually.
11. Assists with grant writing tasks as assigned.

## MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in community health, health education, or related field

Certified Health Education Specialist (CHES) preferred.

Experience: Minimum of 2 years related experience, including contribution to moderately complex aspects of a project.

### Knowledge & Skills:

- Ability to implement professional and community-based education programs
- Ability to develop and conduct health education presentations on various topics
- Ability to contribute to moderately complex aspects of a project.
- Ability to work independent and collaborative in nature
- 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 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