



JOB ANNOUNCEMENT

Women's Health Partnership (WHP) Health Educator I or II (.80 FTE, 32 hours/week)

The Community Health Partnership (the Partnership) is a consortium of non-profit community health centers in Santa Clara and southern San Mateo counties. With 27 sites, our mission is to develop a community-based system of accessible, affordable health care services, which meets the needs of our diverse, multicultural community. The Partnership seeks a new team member to join the Women's Health Partnership. The Women's Health Partnership's mission is to promote health and wellness, and improve awareness of and access to healthcare for medically underserved women in their middle years (40-64).

Position: WHP Health Educator .80 FTE (bilingual Spanish/English preferred)

Basic Function: The WHP Health Educator I or II will be responsible for coordination, implementation, and evaluation of all Women's Health Partnership (WHP) health education and outreach activities, including the Healthy Women, Healthy Choices Project, Neighborhood Health Days, as well as Community and Professional Education Forums. Collaborative relationship building and community organization are essential aspects of this position. The WHP Health Educator I or II will participate in program/strategic planning, evaluation, and fund development activities.

Reporting Relationships: The WHP Health Educator I or II reports directly to the WHP Director.

Responsibilities:

Healthy Women, Healthy Choices Project (35%)

- Conducts curriculum assessment, development, and evaluation. Ensures curriculum modules address health priorities of underserved mid-life women in culturally sensitive manner, specifically Spanish and Vietnamese speaking populations.
- Coordinates, promotes, facilitates and evaluates community education workshop series for Spanish, Vietnamese, and English speaking populations. Works closely with Partnership's health center members and other community service providers to recruit participants and conduct workshops.
- Coordinates, promotes, facilitates, and evaluates train-the-trainer trainings for service providers, advocates, volunteers, and other individuals working in the health and social service field. Training topics may include, but are not limited to: group process 101, training 101, and module reviews. Provides technical support to trainees in the implementation of workshops.

Neighborhood Health Day (NHD) (25%)

- Promotes, administers and evaluates mini-grant process for regional health fairs that are tailored to meet the specific health, language, and cultural needs of the women within the respective community.
- Provides hosting agency with technical assistance (e.g., planning, recruitment, and evaluation), health education materials, and other resources throughout the planning process and on the day of the event.
- Works closely with Health Education and Outreach Committee to review and select NHD proposals.

Community & Professional Education Forums (25%)

- Works closely with WHP Health Education & Outreach Committee to develop goals and objectives for Annual October Cancer Lunch Symposium. Oversees symposium planning committee and coordinates event activities (e.g. promotion, registration, logistics, speaker recruitment, exhibits, volunteer recruitment). Identifies and secures sponsorship. Evaluates event.

- Assist with inaugurating 2007 Women's Health Summit.

General Health Education & Administrative Activities (15%)

- Conduct on-going assessment of health priorities among mid-life women in Santa Clara and southern San Mateo counties.
- Recruit, train and supervise volunteers and interns to assist in health education and outreach activities
- Represent WHP at community events and health fairs. Actively participate and develop collaborative partnerships. As necessary, lecture on relevant health topics and present on WHP activities. Designs and develops outreach and promotion materials (e.g. brochures, flyers, notices, press releases)
- Assists with proposal, contract, and program report preparation. Identify sources for future funding and contribute to WHP strategic planning.
- Contribute articles to WHP FYI and agency's Outside the Box newsletters.
- Recruit membership for and support WHP Health Education and Outreach Committee activities.
- Participate in department, agency, and advisory committee meetings.
- Performs other duties as required.

Qualifications and Requirements:

- *Health Educator I:* Bachelor's in health education or related field with a minimum of 2 years experience or student in Master's in Public Health (MPH) or related program; Certified Health Education Specialist (CHES) preferred.
- *Health Educator II:* Bachelor's in health education or related field with a minimum of 4 years experience; student in Master's in Public Health (MPH) or related program with a minimum of 2 years experience; Certified Health Education Specialist (CHES) preferred.
- Knowledge and strong foundation of health education and promotion theoretical frameworks, models and practices. Experience developing and presenting culturally responsible health education information and materials as well as community organizing.
- Excellent, sensitive, and thorough verbal, written, and interpersonal communication skills.
- Computer literacy and knowledge of popular Windows software (e.g., Microsoft Office Suite, Publisher, Photoshop).
- Ability to function independently and as a team member within diverse environments.
- Carries out all responsibilities in an honest, ethical and professional manner as well as demonstrates good judgment. Organized and self-motivated.
- Interest and commitment to the mission of Community Health Partnership, specifically focusing on health issues affecting medically underserved mid-life women.
- Preferably bilingual/bicultural in Spanish with flexibility to work some evenings and weekends.
- Good driving record with valid California driver's license and proof of insurance

Salary and Benefits

- ♦ Health Educator I: \$24,000 - \$28,000 for an .80 FTE position.
- ♦ Health Educator II: \$28,000 - \$32,000 for an .80 FTE position
- ♦ Medical benefits fully covered, other benefits provided at 80% basis, which includes personal time off (PTO), paid holidays, retirement, education fund, disability and life insurance.

Hire Date: Immediately.

Application Deadline: Open until filled

To Apply: Please send your resume and cover letter in the body of your e-mail (**ATTACHMENTS WILL NOT BE ACCEPTED**) to jobs@chpscc.org with "WHP Health Educator I" or "WHP Health Educator II" in the subject line or send a fax to 408-289-9464.