JOB DESCRIPTION

Title: Bilingual Community Health Educator

Division: External Affairs

Department: Education and Training

Reports to: Education and Training Manager, North

FLSA Status: Non-Exempt

Position Summary: Provides sexuality and reproductive health education to targeted communities served by PPHP in Westchester County and coordinates peer education programs in Westchester County.

Essential Functions:
- Identify and develop cooperative working relationships with targeted agencies, schools, and community groups in Westchester County.
- Develop, promote, and deliver sexuality education programs in English and Spanish as per department grants and program goals.
- Coordinate teen peer education program, including recruitment, training, and ongoing supervision to youth peer educators.
- Represent PPHP at relevant community forums, networks, coalitions, task forces, and advisory boards.
- Coordinate and conduct outreach activities in assigned region including representation at health fairs, school and recreational programs, college and community events.
- Maintain Education and Training education and outreach statistics for programming in Westchester County.
- Coordinate Promotores (Community Health Worker) program, including recruitment, training, and education and outreach events.
- Assist Manager, Education and Training in completion of data collection and grant reports.
- Read and stay current on all information concerning sexuality, reproductive health, and HIV/AIDS.
- Responsible for the preparation and submission of required paperwork and reports in a timely manner.

Non-Essential Functions:
- Assume additional responsibilities as assigned by the Education and Training Manager, North.
- During work hours, regularly checks personal PPHP email account for important agency-related communications.

Qualifications:
Experience, Education and Licensure
- Bachelor’s degree in health education, psychology, social work or counseling, or a related area preferred.
- Minimum of one-year experience in education/community outreach or equivalent work experience.
- Experience in developing and administering youth and peer education programs.
- Ability to work independently and cooperatively with diverse groups of teens, staff and volunteers.
• Good record keeping and time management skills.
• Ability to work flexible hours including evenings and weekends.
• Valid driver’s license.
• Own transportation.
• Computer skills including Microsoft Word, Excel and PowerPoint.
• Commitment to the goals of Planned Parenthood.

Cultural Awareness:
• All employees are required to demonstrate the importance of the ethical cultural awareness commitment of Planned Parenthood by:
  o Demonstrating empathy; recognizing inherent worth, and treating individuals with respect;
  o Protecting confidentiality of staff;
  o Appreciating the Planned Parenthood culture and its function in human behavior, and recognizing cultural strengths; and
  o Seeking to understand patient’s cultures and value of diversity to be able to provide competent services.

Customer Service:
• Builds and maintains positive, quality relationships with customers, both internal (colleagues) and external (patients, clients, donors, etc.).
• Demonstrates commitment to exceeding customer expectations at every opportunity.
• Responds positively to customer concerns and demonstrates effective problem-solving skills.
• Consistently interacts positively with internal and external customers.
• Always wear a PPHP identifying name tag when working.

Language Skills:
• Spanish fluency required.
• Ability to use, read, analyze and learn software programs utilized in this agency.
• Ability to communicate effectively.

Compliance, Risk & Quality Management (CRQM)
• Makes a commitment to participate in PPHP’s Compliance, Risk and Quality initiatives and programs.

Mandatory Reporting:
• Planned Parenthood has zero tolerance for non-compliance with our policies and procedure for addressing situations that endanger the welfare of minors, including our policies and procedures relating to state mandatory reporting laws.

Physical Demands:
• The physical demands described here 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 the essential functions.
• While performing the duties of this job, the employee is occasionally required to stand; walk; sit; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear.
• The employee must occasionally lift and/or move up to 25 lbs.
• Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment
• Provides own transportation, is willing to travel, and is able to work flexible hours, including evenings and weekends.
• Ability to work independently and as part of a team.
• Commitment to the goals of Planned Parenthood.
• While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
• The noise level in the work environment is usually moderate.

Other:
• This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
• Management reserves the right to change, assign or reassign job duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
• I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
• I understand that PPHP is an “at will” employer.

Employee (PRINT NAME)

Employee Signature        Date

APPROVED BY:

Division Head        Date

Human Resources        Date