

JOB DESCRIPTION

Job Title: **COMMUNITY HEALTH EDUCATION SPECIALIST**

Reports To: Health Education Manager

Status: Non-Exempt, Full time + Benefits

GENERAL SUMMARY: Bee Busy Learning Academy, Inc. is seeking qualified candidates for the facilitation and implementation of GINI, GET INFORMED; NOT INFECTED. GINI is a locally funded program that provides low-income youth and young adults ages 13 – 24, in Houston/Harris County, with HIV/STD information and healthy life skills to reduce STDs and teen pregnancies, and prepare youth and young adults to be successful in life. The overarching goal of GINI is to equip adolescents with the knowledge to make informed decisions about their health and life.

QUALIFICATIONS: Potential Candidates must have a Bachelor's Degree or at minimum a high school diploma with three years job-related experience. Must possess excellent written and oral communication and public speaking skills, must have excellent computer skills utilizing Word, PowerPoint and Excel and be proficient in Internet research. Must have organizational, project management, and problem-solving skills. Must be able to work independently and with a team. Must have a valid Texas driver's license, proof of liability insurance and reliable transportation. Must have ability to maintain confidentiality. Work some evenings and weekends, bilingual Spanish/English a plus.

DUTIES AND RESPONSIBILITIES:

- Learn and exemplify the company's mission.
- Facilitate formal and informal workshops and learning experiences for large and small group presentation in schools and in the community. The topics include: HIV/AIDS, STDs, healthy relationships, critical thinking and decision-making, reproductive anatomy, etc.
- Plan, develop and deliver interactive health education sessions incorporating various learning techniques and formats (i.e., group discussions, lecture, role play, debates, etc.)
- Research literature and other materials to assure services are developed to the most current evidenced-based practices in the subject of the program.
- Arrive punctually to school sites (15 minutes prior to start time) and expertly manage time during the course of the workshops to ensure that all aspects of the lesson plan are delivered.
- Ensure Bee Busy's curriculum is delivered professionally and effectively to meet desired learning objectives.
- Provide mentorship, guidance, and support to participants.
- Meet workshop and program performance goals.
- Assist in the recruitment of secondary and post secondary schools to conduct health education program.
- Provide referrals for additional services counseling and testing services and linkage to care.
- Maintains and safeguard clients' confidential and personal information to prevent damage to client's lives or reputations.
- Participate in Bee Busy sponsored Community Mobilization Activities and Agency Events.
- Actively engage clients in Social Media activities by taking pictures and/or videos of program activities daily.
- Assist in the preparation of grant reports weekly, monthly, and annually to the agency.
- Assist in special projects, (i.e., organizing health events, campaigns, etc.)
- Maintain effective and efficient recordkeeping and manage ECLIPS database to track progress of participants.
- Attend in-service training and team and staff meetings as required.
- Perform other duties in support of the department, grant or program, including, but not limited to, data entry, participate in various local coalition groups, task forces, etc. and other duties as assigned.

❖ **This is a grant-funded position subject to annual renewals.**