

JOBDESCRIPTION

Job Title: **COMMUNITY HEALTH EDUCATION SPECIALIST**

Reports To: Health Education Manager

Status: Full time, Hourly + Benefits

GENERAL SUMMARY: Bee Busy Learning Academy, Inc. is seeking qualified candidates for the facilitation and implementation of STRAPP+ (Students Taking Responsibility & Action to Prevent Pregnancy). STRAPP+ is a federally funded program that is designed to lower rates of teen pregnancy by implementing a school-based prevention education program that facilitates teaching youth how to voluntarily refrain from non-marital sex and other risky behaviors through an evidenced-based sexual risk avoidance approach.

QUALIFICATIONS: A Bachelor's Degree in social service, health education or related field or at minimum a high school diploma with three years job-related experience. Excellent written, oral communication and public speaking skills, advanced computer skills (Word, PowerPoint and Excel) and proficient in Internet research. Organizational, project management, and problem-solving skills. Work independently and with a team. Valid Texas driver's license, liability insurance and reliable transportation required. Work some evenings and weekends, bi-lingual Spanish/English is required.

DUTIES AND RESPONSIBILITIES:

- Learn and exemplify the company's mission.
- Work with the team to ensure implementation, data collection, reporting, and monitoring of grant deliverables.
- Deliver Love Notes curriculum to no less than 240 youth in Alvin ISD annually.
- Deliver interactive health education sessions incorporating various learning techniques and formats (i.e. group discussion, lecture, role play, debates, etc.).
- Use skills in marketing, promotion, publicity to build community partnerships.
- Establish and maintain effective working relationships with community leaders.
- When appropriate, refer program participants to other available evidenced-based programs, healthcare or behavioral health care services.
- When appropriate, provide information and education to other staff training related to teen pregnancy prevention.
- Participate in regular meetings and training to stay abreast of best practice strategies for working with youth and teen pregnancy prevention.
- Encourage the development of positive peer relationships among program participants.
- 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 the Love Notes curriculum is delivered with fidelity and professionalism to meet desired learning objectives.
- Maintain and safeguard confidential and personal information.
- 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 special projects, (i.e. organizing health events, campaigns, etc.).
- Perform other duties in support of the department, grant or program as assigned.

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

ACKNOWLEDGEMENT

NOTE: The above statements are intended to describe the general nature of work performed by the Community Health Education Specialist. These statements are not to be construed as an exhaustive list of all responsibilities, tasks and skills required of an employee in this position. **Bee Busy reserves the right to require that other tasks be performed when warranted (for example, by emergencies, changes in personnel or workload, corporate reorganization, or technical development). Bee Busy also reserves the right to revise this job description with or without notice.**

My signature below acknowledges that I have read this job description and I am able to perform the essential functions and responsibilities of the position Community Health Education Specialist.

Employee Signature: _____

Date: _____

HR Signature: _____

Date: _____