

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 D.R.E.A.M.S. D.R.E.A.M.S. is a federally funded program. DREAMS has ten 90-minute sessions that provide comprehensive education on teen pregnancy and parenting, HIV/STDs, understanding the human body, behavior modification, empowerment, career development, peer pressure, and effective communication. The goal of the program is to provide curriculum-based intervention to educate young people on relevant issues and teach them to develop healthy relationships and life skills to promote healthy behavior and responsible decision-making.

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. **MUST** be bilingual Spanish/English.

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, STD's, healthy relationships, critical thinking and decision-making, reproductive anatomy, etc.
- Deliver interactive health education sessions incorporating various learning techniques and formats (i.e. group discussion, lecture, role play, debates, etc.).
- Helping students identify their DREAM utilizing the DREAMS mobile app and curriculum through relative scenarios.
- 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 program performance goals.
- Assist in the recruitment of secondary schools to conduct health education program.
- Provide referrals for additional services.
- Maintain and safeguards 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 special projects, (i.e. organizing health events, campaigns, etc.).
- Attend in-service training and team and staff meetings as required.
- 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: _____