

# Poe Center for Health Education

## Position Description

**Title:** Occasional Health Educator (Spanish)  
**Reports to:** Senior Health Educator  
**Department:** Programs

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### Basic Function:

Under the direction of the Senior Health Educator the Spanish language Health Educator delivers consistent, quality health education in the five curriculum areas: general health, family life, dental health, substance use prevention and nutrition, in both Spanish and English. The Health Educator researches, designs and develops education curriculum and supplemental materials. S/he develops and ensures comprehensive evaluation of reaction, learning, behavior change and results for all interventions. The Spanish language Health Educator provides initiative in developing and expanding Poe Center program capacity and contracts among Spanish speaking populations. The Spanish language Health Educator also implements day-to-day responsibilities related to the delivery of instructional programs at the Poe Center and at outlying schools and institutions. Instructional responsibilities include teacher training, community outreach and development and maintenance of resource materials.

### Major Duties and Responsibilities:

- Master the course content of each program offered at the Poe Center in the five curriculum areas, developing a proficiency in those areas specified by the Senior Health Educator. Continually seek and incorporate methods of instruction that will enhance and enrich the learning experience. Explore and implement strategies that actively involve the participants in the presentations in both Spanish and English.
- Develop and implement on-going evaluation of program effectiveness and preference. Assist in the research and development of new and innovative curriculum and instructional methods based on assessed need and demand.
- Promote and market Poe Center programming to Latino community groups. This includes attending regular meetings among Spanish speaking community groups. The expectation is that the Spanish Language Health Educator will elicit programming opportunities specific to the Spanish speaking community.
- Work with the Education Team to develop and revise the Service Guide, the listing of all curriculum offerings, on a yearly basis. Assist in efforts to determine the effective distribution of the Guide to all potential markets throughout the year.
- Research and develop supplemental materials for outreach, classroom, teacher and parental use. Research and purchase Spanish and English language teaching materials, videos and other resources that will enhance the learning experience.
- Follow proper set up and shut down procedures for the teaching theaters on days of instruction. Follow proper procedures, according to maintenance plan, for problems with audio-visual equipment and exhibits.
- Promote the mission and goals of the Poe Center through outreach efforts in the community and during on-site tours and program promotions.
- Read professional journals and newsletters to stay current and updated on latest health information. Seek out and participate in educational and personal growth opportunities that can enhance job performance; join and actively participate in relevant professional associations.
- Participate in conferences and professional development in the health education field.
- Be responsive to the needs of other staff and Board volunteers as time and expertise allows.
- Develop individualized action plans on a monthly basis and work plans on an annual basis.

- Report on all projects, and programming, including a monthly report of general accomplishments.
- Contribute to proposal writing for grants requiring education components.
- Perform other duties and responsibilities as assigned by the Senior Health Educator, i.e. coordinate special projects, research material for potential new programs, assist in data collection for grant proposals, etc.

**Knowledge, Skills and Abilities:**

- A thorough understanding and mastery of the principles of education.
- Experience in curriculum design and development, education, technical writing, and evaluation.
- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Working knowledge and experience in curriculum design and development.
- Strong stand-up teaching skills (learner centered)
- Strong Spanish and English language communication skills, including oral, written and interpersonal.
- Proven organization and time management skills
- Ability to manage multiple projects (3-6) with minimal supervision.
- Ability to work effectively as a team member.
- Ability to successfully work in a diverse work force.
- Strong commitment to the Poe Center mission and values.
- Demonstrated excellence in written and oral communication skills.
- Ability to develop clear, concise program goals, objectives, work plans and reports.

**Performance Standards:**

- Deliver classroom presentations.
- Maintain a competent level of proficiency in the five curriculum areas.
- Research and development of present and new curriculum.
- Develop, implement, and compile program evaluations.
- Complete reports in a timely, and thorough manner.
- Develop and provide supplemental materials for school/group use.
- Conduct setup and closing procedures for each teaching theater.
- Represent the Poe Center in its outreach efforts in the field and during on-site tours and program promotions.
- Helpful to board members.
- Demonstrate initiative and self-awareness.
- Cooperative with staff and executive director.
- Pursues professional development opportunities

**Qualification Requirements:**

A Bachelor's degree in Health Education or an equivalent combination of work experience and college level course work is required. Minimum of two years of practical education/teaching experience in learner centered training environments. Demonstrated skills in utilization of non-formal education techniques, learning event planning, and curriculum development are all required. Must demonstrate excellent presentation skills. Must have ability to relate to students (preK-12 and adult). Computer literacy is required. CHNS certification and RHEd eligibility preferred. Spanish language expertise required.