



## **Healthy Futures of Texas (HFTX)**

### **Job Description: Health Educator I Competitive Personal Responsibility Education Program (C-PREP) Grant Non-Exempt Position**

*Healthy Futures of Texas is a nonprofit organization dedicated to reducing teen and unplanned pregnancy in San Antonio. We believe that all young people deserve to reach their full potential—and become parents at a time that is right for them and their family.*

JOB TITLE: Health Educator I

REPORTS TO: Program Director for the HFTX C-PREP Grant

JOB SUMMARY: This full-time position is responsible for collaborating with and providing training/technical assistance for community college staff and students, and participating community agencies, to achieve the objectives of the HFTX C-PREP Alamo Colleges project.

#### **ESSENTIAL JOB FUNCTIONS:**

- In consultation with the Program Director, assists in the coordination of young adult health education in community colleges
- Facilitates and delivers group presentations on teen and unplanned pregnancy prevention, sexually transmitted diseases (STIs), and related topics
- Provides training and technical assistance to college personnel and participating agencies
- Conducts participant outreach and recruitment for the C-PREP Alamo Colleges Project
- Implements and trains others on assigned curricula with fidelity as needed
- Develops and maintains positive working relationships with assigned college's coordinators and Peer Mentors
- Assists assigned colleges in preparing for, participating, and successfully achieving C-PREP project goals
- Consults frequently with campus coordinators
- Develops positive and professional rapport with project participants
- Develops clinical linkages from the assigned community college campuses with community clinics
- Develops and implements communications initiatives, i.e, social media and print campaigns

- Remains current on topics related to teen and unplanned pregnancy, STDs, and related health topics
- Maintains organized records of activities on project databases
- Represents Healthy Futures of Texas in the community, in a positive and professional manner
- Works well both as a team member and individually; gives and welcomes feedback, and contributes to building a positive team spirit
- Performs other related duties and fulfills responsibilities as assigned

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in education, health, or a related field
- Minimum of one-year professional experience working with youth or young adults in a community health or related field
- Ability to troubleshoot and use critical thinking in high pressure situations
- Ability to provide campus personnel with feedback and technical assistance
- Demonstrated ability to facilitate curricula and to engage with young adults and parents
- Demonstrated ability to interface effectively and build working relationships with diverse community members and agencies
- Demonstrated ability to communicate effectively verbally and in writing
- Ability to meet assigned deadlines and to work well under pressure
- Must have excellent presentation skills
- Proficient computer skills in MS Office are required
- Must be willing/able to work some evenings and weekends
- Must have cell phone, with text messaging and work e-mail access
- Proficient in social media, such as Facebook, Twitter, LinkedIn, and Instagram

**BEHAVIORAL COMPETENCIES AND REQUIREMENTS:**

- **Commitment:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition
- **Effective Communication:** Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; attends, supports, and participates in all team building exercises and events.
- **Continuous Improvement and Innovation:** Seeks the continuous improvement of program processes and services; explores out-of-the-box methods and is open to experimenting with new ideas; uses data,

knowledge, and strategic decision-making to generate new and innovative solutions.

- Time Management: Adheres to the office hours of operation, Monday – Friday 8:00am to 4:00pm and is available some nights and weekends.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor’s Degree in Health Education, Health Promotion, or a related field
- Certified Health Education Specialist (CHES) certification, or AASECT certification
- Demonstrated commitment to cultural pluralism
- Demonstrated ability to relate to students of varied ethnicity, ages, backgrounds, and abilities
- Experience in working with community colleges at an administrative level or with peer educators
- Bilingual (English and Spanish)

#### **TRAVEL REQUIREMENTS**

- Must have Valid Texas Driver’s license
- Travel within Bexar County with personal insured vehicle required
- Some out-of-town travel required
- Office environment, community college classrooms, and other community locations

#### **EXTERNAL/INTERNAL CONTACTS**

- External contacts include collaboration with community college staff and students, community agencies, and health providers
- Internal contacts include Alamo Community Colleges project team members and other Healthy Futures of Texas staff

#### **FINANCIAL RESPONSIBILITY/DECISION MAKING**

- Assists with purchases for needs of the project

#### **SUPERVISION**

- Interns as assigned

APPLICATION PROCEDURE: Please email a cover letter describing interest and qualifications, a résumé, salary history, and a list of 3 professional references to: [jobs@hf-tx.org](mailto:jobs@hf-tx.org)

APPLICATION CLOSE DATE: Open until filled, with preference given to applications received by March 6<sup>th</sup>, 2019.

*Healthy Futures of Texas is an equal-opportunity employer; women, people of color, members of LGBTQ communities, and people with disabilities are encouraged to apply. Applicants should be aware that a criminal background check and drug screen will be required prior to hiring.*

• 2300 W Commerce Street, Suite 212 • San Antonio, TX 78207 • 210-223-4589 •

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