



Healthy Futures of Texas (HFTX)

Job Description: **Health Educator, Health Education Program** **Non-Exempt Position**

Healthy Futures of Texas is a nonprofit organization dedicated to reducing teen and unplanned pregnancy in Bexar County and surrounding areas. 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
REPORTS TO: Program Manager for Health Education

JOB SUMMARY: This full-time position is responsible for providing and instructing youth and parents on sexual health related topics and services in schools and community agencies. In addition, this position is also responsible for heavily assisting in community engagement efforts, as they relate to health education, and for assisting with other activities.

ESSENTIAL JOB FUNCTIONS:

- Trains and provides technical assistance, as instructed, on sexual health education and related topics to school and community agency staff
- In consultation with the Program Manager, assists in the development and coordination of health education for youth and parents in schools and community agencies
- Provides instruction and delivers group presentations on teen and unplanned pregnancy prevention, sexually transmitted infections (STIs), adolescent health, and related topics
- Implements/Instructs and trains others on assigned curricula with fidelity
- Develops and maintains positive working relationships with assigned schools and community agency representatives
- Assists Program Manager, and community partners, in preparing for and participating in health education programs
- Develops positive and professional rapport with program participants – both youth and parents
- Remains current on topics related to teen and unplanned pregnancy, STIs, adolescent health, and related health topics
- Maintains organized records of activities and submits monthly and semi-annual reports
- Develops and maintains assigned social media accounts and website for health education, and organization when appropriate
- 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 parents in a community health or related field

- Demonstrated ability to facilitate sessions and to engage with youth 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
- Demonstrated ability to work on multiple projects at a time
- 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 evenings and weekends as assigned
- Must have cell phone, with text messaging and work e-mail access

PREFERRED QUALIFICATIONS:

- 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 school districts and/or community agency administrative level staff
- Proficient in social media, such as Facebook, Twitter, LinkedIn, Instagram, and Google.
- Bilingual (English and Spanish)

TRAVEL REQUIREMENTS

- Must have Valid Texas Driver's license
- Travel within Bexar County and surrounding counties when needed, with personal insured vehicle required
- Must have cell phone with texting capabilities
- Office environment, school classrooms, community agency environments

EXTERNAL/INTERNAL CONTACTS

- External contacts include collaboration with school district staff and students/parents, community agency staff and youth/parents, and health providers
- Internal contacts include 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 resume, salary history, and a list of 3 professional references to: jobs@hf-tx.org

APPLICATION CLOSE DATE: Open until filled, with preference given to applications received by **March 22, 2017**.

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.