



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA OF SAN JOAQUIN COUNTY - JOB DESCRIPTION

HEALTH EDUCATOR (FULL-TIME/NON-EXEMPT)

Under supervision of the Program Director, Health Educator will provide direct home visitation services to parents and children, work with other team members and partner agencies to facilitate parent meetings, conduct community outreach activities, and maintain a waitlist of eligible children through the Healthy & Ready to Learn Program funded by First 5 of San Joaquin.

DUTIES AND RESPONSIBILITIES:

Health Educator must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community at the same time staying in compliance with the First 5 Contractor's Manual, program scope of work, and health initiative requirements. Health Educator will be responsible for the following:

A. EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required):*

1. Recruit and provide effective in-home or virtual home visitations to 20 children ages 0-5 years.
2. Schedule weekly in-person or virtual home visitations with families, providing at least 3 visits per family per month.
3. Prepare lesson plans using the age-appropriate health and nutrition curriculums.
4. Promote literacy and family bonding through Raising a Reader Program during in-person or virtual home visits.
5. Conduct all required screenings and assessments to meet deadlines and scope of work.
6. Conduct monthly in-person or virtual parent meetings.
7. Conduct outreach activities to recruit children 0-5 for the program.
8. Maintain a waitlist of eligible children.
9. Prepare monthly and quarterly reports to Program Director.
10. Document all family contacts, screenings, assessments, referrals, home visitations, etc.
11. Perform other duties as assigned by Program Director, Office Manager and/or the CEO.

EDUCATION, TRAINING, & EXPERIENCE REQUIREMENTS:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be to possess any of the following:

- BA/BS degree in Community Health, Social Services, Social Work, Child Development, Health & Nutrition, Psychology, or related field. No experience required.

OR

- AA/AS degree in Community Health, Social Services, Social Work, Early Childhood Education, Child Development, Counseling, or related field with one (1) year experience working in pre-school, social service, or related program setting and using age-appropriate health and nutrition curriculums.

OR

- High School Diploma/GED, and minimum 12 units from an accredited college with two (2) years of experience working in pre-school, social service, or related program and using age-appropriate health and nutrition curriculums.

SPECIAL REQUIREMENTS:

Valid driver's license or readily available transportation and minimum insurance as required by law.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, curriculum lesson plans, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or the organization.

Bilingual in Spanish/English, Hmong/English or another language preferred.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to analyze moderately complex problems where there are standardized activities. Problem solving results from conformity to established patterns and policies.

OTHER SKILLS/CERTIFICATES AND ABILITIES:

Ability to organize and follow through with detail-oriented projects. Dress appropriately by wearing professional clothing and ID badge, close toed shoes, appropriate for any activity or situation. Hat only used outdoors. Store personal items. Greet visitors. Make and follow a weekly schedule and submit that schedule to the Program Director WEEKLY by the due date assigned. Interact positively with families, other team members and partners. Assure work area is clean and organized.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; run; sit; use hands to operate objects, tools and/or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and/or crawl; talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

YMCA COMPETENCIES (LEADER):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.

ACKNOWLEDGEMENT & RECEIPT

I understand and mutually accept the above description to represent the job I have agreed to perform. I understand that I may be asked to perform other duties as needed that are not included in this position description.

Employee Signature

Date

Supervisor Signature

Date