

## **Health Initiative, Inc.**

### **Job Description**

**JOB TITLE: Teens HELP Educator**

**REPORTS TO:** Teens HELP Educator Supervisor

**JOB SUMMARY:** Complete requirements for the CAPP Project as outlined in the approved workplan and the duties described below.

**WORK ENVIRONMENT:** Performs approximately 30% of the work indoors in an office setting, and 70% travelling across the county to schools, community agencies and events.

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

1. Agency
  - a. Participate in St. Lawrence Health Initiative, Inc. (SLHI) activities and meetings as required.
  - b. Understand all SLHI programs and look for ways they may be able to interact with CSP.
  - c. Cross train for other agency positions as appropriate and if needed.
  - d. Participate in other projects within the Health Initiative to support the organization's mission, growth and recognition in the community. This includes but is not limited to:
    - i. North Country Jr. Iron Chef (prior to, during and after event)
2. Sustainability Activities
  - a. Participate in planning and hosting the Health Initiative's annual recognition event.
  - b. Contribute to the agency newsletter on a regular basis.
  - c. Provide regular contributions of pertinent items for the agency's Facebook page and other social media outlets.
3. Programmatic  
Education
  - a. Provide education on teen pregnancy prevention and adolescent reproductive health to teens, parents, community members, human services professionals and school staff and administrators.
  - b. Monitor and respond to electronic communication such as Teens HELP text line Facebook messenger, phone app, etc.
  - c. Present Evidence-based Pregnancy Prevention and Life Skills Curricula to students in schools and other organizations and facilities.
  - d. Assist in the development of a media campaign to educate all ages on the impact of teen pregnancy and the importance of teen access to reproductive health services.  
Youth Development
  - a. Recruit, train and supervise youth for the Teen Leadership Council (TLC)
  - b. Create learning modules to allow teens to learn about life/job skills, healthy relationships and healthy teen sexuality, goal setting, and services available to teens in the community.
  - c. Assist in providing employment opportunities for teens, including pregnant and parenting teens through webinar recordings, virtual drop in, and TLC involvement.

### Community Involvement

- a. Establish professional relationships with key stakeholders throughout St. Lawrence County.
- b. Work with community committees to promote the prevention of teen pregnancy.
- c. Promote reproductive health services and support for the project throughout the community.

### 4. Evaluation

- a. Keep meticulous records of attendance at meetings, presentations etc. including media campaigns.
- b. Assist the Project Supervisor and/or Executive Director in aspects of project evaluation as requested.
- c. Implement evaluation and assessments of assigned projects.
- d. Develop quarterly workplan milestones at the beginning of each grant period.
- e. Complete Quarterly Workplan Review forms with direct supervisor.

### 5. Administrative

- a. Maintain accurate records of program activities including meeting minutes and activity records as outlined in the Program Documentation Checklist.
- b. Understand and comply with agency personnel and fiscal policies and procedures.
- c. Complete all required project reporting in a timely fashion, including entering required data on state and agency reporting databases, if applicable, and providing data for internal reports.

### 6. Continuing Education

- a. Research best practices and current resources for stimulating community-wide systems, policy and environmental change that increase adolescent access to comprehensive reproductive health care.
- b. Attend trainings as available including webinars, in-person trainings and conferences to remain current with best practices, research and successful initiatives from other areas.

### 7. Technology

- a. Assist in the maintenance, including content updates, of cyber communication tools such as the Teens Help Website and apps.
- b. Be familiar with Microsoft Office programs and learn new software/programs as needed.
- c. Explore ways to use technology, as appropriate, to engage project target populations and the community, achieve project objectives and promote project and agency services.

### 8. Other Duties

- a. Act as an example and a resource for general wellness for all teens involved in the program and for the general community.
- b. Other duties as periodically assigned by the Executive Director or Supervisor.

#### REQUIRED SKILLS - GENERAL

- Strong written and verbal communication
- Willingness to learn new skills and the flexibility to adapt to changing job requirements
- Ability to work independently within assigned projects
- Ability to work collaboratively as part of a team
- Demonstrated organizational and time management skills
- Desire to interact collegially and professionally with other agency staff
- Commitment to maintaining both internal and external confidentiality of program information, staff and community at all times

#### PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of adolescent development;
- ability to communicate effectively and work with diverse populations;
- ability to establish rapport and effective working relationships with educators, parents and youth service providers;
- ability to negotiate and persuade in order to modify practices of service providers to support adolescent reproductive health;
- ability to prepare accurate and timely written records and reports; ability to communicate effectively both orally and in writing; skill in creative problem solving facilitation, collaboration and coordination;

#### REQUIRED EXPERIENCE

- Bachelor's Degree in a health, human services or closely related field

#### OTHER REQUIREMENTS

- Reliable, personal transportation
- Able and willing to work outside normal businesses hours if needed
- Able and willing to attend conferences and meetings that require overnight travel

*Updated 8/2018*