**JOB DESCRIPTION**

**NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.**

 **STATUS: Non-Exempt**

**POSITION:** Health Initiative Educator **PROGRAM: PREP**

**JOB PURPOSE AND REPORTING STRUCTURE:**

Under the direct supervision of the Health Initiative Coordinator, this position serves as a point of contact for residents aged 10-19 in the community. The position provides supports to the Personal Responsibility Education Program (PREP) project and related educational Initiatives by facilitating curricula regarding sexual health, financial literacy, developing healthy relationships, and supporting educational success.

# ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

* Works closely with Project Coordinator to implement all aspects of the project.
* Works in partnership with local school and community organizations to implement the project goals.
* Facilitates curricula to participants which focuses on reduction of teen pregnancy and STI contraction, delay of sexual activity, and promotes financial literacy.
* Assists with data collection, and interprets and evaluates gathered information.
* Attends project meetings and staff trainings.
* Works to engage participants and collaborative partners by providing information, resources, and education on the importance of the projects.
* Establishes effective lines of communication with participants, their families, and collaborative partners to build partnerships, and to work toward health improvement of all children.
* Available to work flexible hours including some evenings and weekends

**ADDITIONAL KEY RESPONSIBILITIES:**

* Assist with the Social Marketing effort on projects.
* Provide follow up and referral services to interested participants who have completed surveys and questionnaires but need the educational program.
* Assist in coordination of health related events such as; Get Yourself Tested, Health Fest and Clinic in Park

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and/or the ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform functions

**EDUCATION and/or EXPERIENCE:**

* Comfortable working with diverse populations
* Associate Degree or Equivalent/ college degree in social work or related field preferred or 3 years of experience
* Valid driver’s license and access to reliable transportation

**SKILLS, ABILITIES, AND KNOWLEDGE:**

* Ability to communicate effectively both written and orally
* Ability to communicate effectively with diverse individuals, groups, and organizations
* Ability to work as part of a team and as an individual
* General familiarity with Microsoft Word, Publisher, and Excel
* Knowledge of Milwaukee’s communities either as a resident or through affiliation

**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 successfully perform the essential functions.

While performing this job the employee is expected to walk, stand bend, stretch, and lift light objects on a regular basis. The employee is required to be physically, able to walk up and down stairs and medium to long distances in the community.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is exposed to the outdoors, is required to travel by car or bus. Employee will also spend a considerable amount of time indoors in rooms or spaces that are noisy. Employee will sit at a desk in office setting to complete paperwork, etc.

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| **Employee Printed Name:** |  |

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| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |

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| **APPROVED:**  |  | **DATE:**  |  |

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.