

## **Health Educator**

Reports to: Health Education Program Manager

Program: Prevention

Classification: Full time

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### **Job Summary:**

To provide substance abuse prevention education services to youth, families, and community members in Washington and Waukesha County. The Health Educator works in schools and with other community organizations to facilitate substance abuse prevention services using evidence-based strategies and programs. The position's responsibilities also include educating youth to make healthier decisions related to high-risk behaviors.

### **Essential Functions:**

1. Implement, manage and present the Too Good for Drugs curriculum with fidelity and professionalism in the classroom.
2. Assist in the development and implementation of a Parent Component for parents of youth receiving the Too Good For Drugs curriculum.
3. Assist with implementation of SBIRT in participating schools.
4. Expand the use of research-based AODA programs in schools/communities served.
5. Collaborate with Washington and Waukesha County schools and other community members to provide information and awareness on alcohol, tobacco and other drugs.
6. Plan, develop, implement, and evaluate topic specific education programs including health classes, community presentations.
7. Assist in the design of program evaluations to assess the quality and efficacy of health education programs.
8. Gather, maintain and analyze statistical records for evaluation, fund development and marketing purposes.
9. Document all program activities as required, and submit program reports according to the agency's established guidelines.
10. Participate in agency staff/committee or program meetings and attend all designated agency functions as specified by the Associate and/or Executive Director.
11. Represent the agency at all appropriate community meetings and events.

### **Secondary Duties and Responsibilities**

1. Assist in conducting all alcohol and tobacco compliance checks as required for the agency's contracts.
2. Assist in identifying public policy initiatives to advance our mission.
3. Participate in agency fundraising events.
4. Other duties as assigned.

### **Qualifications**

1. Bachelor's degree in Education, Public Health, Community Health Education, or related field preferred
2. Pre-employment criminal background check, employment background check, and drug screening required
3. Evidence-based curriculum training must be obtained prior to service delivery
4. SBIRT certified, or ability to be certified within 6 months of hire

5. Experience organizing, training and supporting adults and youth to engage in public action
6. Knowledge of outcome-based evaluation, prevention theory, and substance abuse preferred
7. Excellent verbal and written communication skills
8. Ability to work within a team environment
9. Public speaking and presentation skills
10. Relationship building skill and experience
11. Classroom management experience preferred

The mission and philosophy of Elevate requires this position to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. In addition, strict client confidentiality must be maintained.

*Created January 2018*