



Position Title: Latino Health Educator
Reports to: Director of Programs
Status: Temporary, Part-Time (18 hours/week, some evenings), Non-Exempt
Position Summary: The Latino Health Educator will implement an educational prevention work plan on HIV/AIDS/STIs, Hepatitis, and Tobacco Prevention using group and individual interventions.

Responsibilities:

- Implement Tobacco Prevention work plan and the AIDS/HIV/STIs and Hepatitis Minnesota Department of Health (MDH) approved work plan for the targeted segment of the Latino community based on program objectives and goals, submitting suggestions and possible modifications as considered necessary
- Organize, plan and facilitate small and large group presentations as defined on the MDH & Tobacco Prevention work plan, including participant recruitment, scheduling, set up and clean up
- Submit on-going electronic reports to supervisor and development staff following MDH report template
- Track program activities, give-a-ways, participant incentives and feedback by using database, Excel and Word documents
- Assist with the revision, development, and identification of up-to-date materials that meet the program goals and respect Latino culture, values and potential limitations such as literacy levels and resistance to program topics
- Implement program evaluation tools, keep track of progress using agency's database and make modifications as needed and approved by MDH
- Create new and maintain/grow existing partnerships or collaborations
- Provide one-on-one intervention sessions to assist in reducing risks for participants
- Provide participants with resources and referrals to other services including those offered by the agency
- Keep accurate track of program expenses, including food, transportation and incentives
- Follow agency evaluation procedures and organizational, departmental and confidentiality policies
- Attend and participate in departmental/agency meetings, trainings and external events as required
- Other duties as assigned

Qualifications:

- Must have a Community Health Worker certification from a qualified school; applicants working towards their CHW certification might be considered. Or GED and a minimum of 5 years of experience working in a similar community health worker position might be considered
- One-plus years of individual counseling experience preferred
- Have experience facilitating large and small groups of adults on health related topics
- Must possess knowledge of HIV/AIDS/STIs and Hepatitis, including transmission, risk factors and prevention factors or must have an AIDS/HIV Basics Red Cross Certification
- Demonstrated experience working with the Latino community, its different cultures, norms and traditions
- Must have knowledge about activities, individual behaviors, and Latino cultural norms that would increase vulnerability to HIV/AIDS/STI and Hepatitis infection
- Must be fluent in Spanish
- Highly familiar with the Latino community, Latino social services organizations, and health care agencies in the Twin Cities metro area
- Must have good communication skills with the ability to listen, comprehend and effectively communicate in writing and orally to all individuals
- Ability to display and maintain a non-judgmental attitude toward participants
- If non-native English speaker, must demonstrate English proficiency level in all four areas: writing, reading, listening and speaking; A language proficiency test might be administered
- Able to execute work plans, collect and interpret data, and prepare progress reports
- Familiar with budget management, program design, implementation and evaluation
- Computer savvy in Microsoft Office, Internet, e-mail and database management skills
- Must be reliable, independent, able to follow directions and possess strong organizational skills
- Demonstrated ability to find resources, including Internet search and connect participants to services
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Must have a driver's license, a clean driving record and a reliable means of transportation
- Must be able to pass a criminal background check

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