

## Job Description

(Established January 2022)

**Position: Community Health Educator.** The Community Health Educator position is a full-time (40 hours per week), hourly, non-exempt position and is subject to the provisions of the Fair Labor Standards Act.

**Rural Health Network of South Central New York requires that all staff be fully vaccinated with original series and booster against Covid-19.**

**Reports to:** Director, Community Health Education

**General Duties and Responsibilities:** The Community Health Educator is responsible for assessing the health education needs of RHNSCNY clients and populations across the region, marketing, recruiting for and delivering evidence-based health education programs, and working alongside RHNSCNY Community Health Workers and other key staff to conduct community outreach to targeted communities. The Community Health Educator will assess impacts of participation in evidence-based health education programs through data collection and analysis, and will work collaboratively to maintain client engagement, support, and referrals. The Community Health Educator will support internal and external workforce development opportunities as a strategy to improve service delivery to rural populations.

**Specific Responsibilities:** The responsibilities of the Community Health Educator include, but are not limited to, the following:

1. Maintain certification in, delivery of, and fidelity to evidence-based health education programs through a variety of modalities (in-person, virtual, and telephonic).
2. Market and publicize Community Health Education programming.
3. Support and deliver internal and external workforce development trainings.
4. Work collaboratively to develop, implement, and maintain data collection, analysis, and reporting processes to assess the needs of RHNSCNY clients and the region served.
5. Actively participate in health education, health planning and health care forums and projects where community health education can or could play an important role.
6. Actively support resource development to sustain and improve Community Health Education via collaborative projects and grants, human resources, and fund development.
7. Assist to manage an internal, cross-program, closed-loop resource and referral system within RHNSCNY.
8. Research, develop, and distribute health and wellness education through a variety of verbal, written, and electronic modalities.
9. Serve as a member of the RHNSCNY staff team and seek ways to continuously improve and support the work of the RHNSCNY. Seek and initiate tangible, effective ways to integrate and apply all RHNSCNY Education to provide the maximum benefit to those served.

**Required Skills:**

- Analytics: the ability to collect, analyze, and communicate about data and other information in order to determine and address the needs of the population served, and to evaluate program and project success.
- Instructional: comfort with public speaking, leading programs, workshops, trainings, and presentations.
- Interpersonal: interaction with populations from a variety of backgrounds, strong listening skills, empathy and cultural sensitivity.
- Problem solving: creative thinking to strategize population health improvement, program development, and responding to unexpected challenges.
- Writing skills: development of accurate written materials to convey health related information to audiences from a variety of backgrounds.

**Minimum Qualifications:**

**Preferred:** Bachelor's degree in community health, public health, health care administration, public administration or another relevant academic area;

**Considered:** Combination of Associate's degree, experience, and skills.

**Required:**

Prior relevant experience and transferable skills.

Valid N.Y.S. Driver's License and use of private vehicle for work related purposes.

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**Hourly pay range:** \$21 to \$23 per hour contingent upon available funding, relevant education and experience.