



**Job Title:** **COMMUNITY HEALTH EDUCATOR – SEXUAL HEALTH SERVICES FOR YOUNG MEN OF COLOR**

**Department(s):** Community Health Outreach

**Position Summary:** Promotes preventive health services for youth through agency and community outreach, promotion and one-on-one activities. Works closely with the Community Health Director and other Community Health staff to increase STI education, testing, and follow up among young men of color in North and Northeast Minneapolis, with a particular focus on the Latino community. Provides one-on-one sexual health education and counseling, outreach, community STI testing, leads youth engagement, and staffs walk in hours for STI testing and education.

**Supervision Received:** Community Health Director

**Supervision Exercised:** None

**Hours/Week** 40  Full-Time  Part-Time  Exempt  Non-Exempt

**FLSA Definition:**

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**ESSENTIAL FUNCTIONS:**

- Conducts outreach to community agencies and organizations, schools, churches, parks and recreation and others to increase referrals of young people, particularly young men of color, ages 15-24 to Neighborhood HealthSource Clinics for preventive health services, with a focus on HIV/STI screening
- Staffs walk-in clinic, providing HIV/STI education and screening
- Establishes meaningful relationships with young men of color in North and Northeast Minneapolis and follows their progress, offers continual support, and referrals to other needed services throughout the project
- Advises project about culturally-competent outreach strategies, locations, events and other activities to promote education and screening of target population
- Provides sexual health outreach, education, and support to young men of color in the LGBTQ community
- Conducts focus groups, surveys or interviews as needed to improve access to and quality of services provided
- Makes group presentations related to HIV/STI/pregnancy prevention and other related healthy behaviors
- Establishes new and enhances current community partnerships in North and Northeast Minneapolis with the goal of sharing NHS services information, providing sexual health resources and education and providing access to clinic services.

- Co-leads youth leadership board to help direct and lead project activities
- Participates in program evaluation and quality improvement activities
- Attends required trainings and community and agency events
- Completes and returns data collection and other required forms correctly and on time
- Interacts professionally with community, patients and staff
- Appropriately manages use of clinic and program resources
- Represents organization in a positive manner

**CORE REQUIREMENTS:**

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

**QUALIFICATIONS:**

- Minimum of HS Diploma/GED
- At least one year of in-clinic or in-community experience with delivery of health education/information to diverse populations
- Demonstrated experience in conducting community outreach.

- Experience and comfort with public speaking
- Demonstrated commitment to and passion for improving the health of individuals and the community
- Competency in Microsoft Office Suite, especially Excel, Word and PowerPoint
- Computer skills at the level necessary for working efficiently in the company's practice management system, especially in the electronic medical record
- Experience with social networking (Facebook, Twitter, Instagram, etc) preferred
- Small group facilitation skills
- Able to:
  - Travel to multiple sites in a timely manner. Valid drivers license, insurance and vehicle required
  - Effectively and empathetically communicate about potentially sensitive personal and intimate issues or concerns with people of all ages and backgrounds, with particular focus on young men of color
  - Speak knowledgeably and comfortably regarding GLBT issues related to sexual and reproductive health
  - Maintain confidentiality
  - Plan, organize and multitask
  - Work independently and as part of a patient-centered care team
  - Work cooperatively and respectfully with others Work flexible hours, including some evenings and weekends
  - Work independently, without on-site supervision, and in the field
  - Partner with other educators to work on community outreach initiatives
- Reproductive health and family planning experience required
- Familiarity with North and/or Northeast community preferred
- Speak, understand, read and write English sufficiently to carry out all essential duties. Spanish language fluency a plus (written and oral)

**Attachments**

- Physical and Mental Requirements
- Work Environment

**Job Title:** Community Health Educator - STI

**PHYSICAL AND MENTAL REQUIREMENTS:**

Requirement:	Rarely <15% of day	Occasional 15-39% of day	Frequent 40-74% of day	Continuous >75% of day	Requirement:	Rarely <15% of day	Occasional 15-39% of day	Frequent 40-74% of day	Continuous >75% of day
Bend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision: Close/Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat/Crouch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision: Distance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision: Depth Perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb (stairs, ramps)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision: Color	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View computer screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hear: Using phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hear: In person	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speak (English): Using phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speak (English): In person	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift/carry: up to 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speak other language: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/carry: 10-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Read/comprehend (English)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/carry: 25-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Read/comprehend other: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Write/type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach: Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perform calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach: Forward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate verbally	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle objects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reason and analyze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use fine finger dexterity (type, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have reviewed the required Physical and Mental requirements of my job and herein certify that I am able to perform all the duties described above.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OR**

I have reviewed the required Physical and Mental requirements of this position and herein certify that I am able to perform all the duties described above with the following accommodation:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Job Title:** Community Health Educator

**WORKING ENVIRONMENT**

**The OSHA category for this position is:**

<input type="checkbox"/>	Category I – High risk for exposure to blood or body fluids.
<input checked="" type="checkbox"/>	Category II – Moderate risk for exposure to blood or body fluids.
<input type="checkbox"/>	Category III – Low risk for exposure to blood or body fluids.

**On the job, the employee may encounter:**

<input type="checkbox"/>	Chemical/Biological Agent		<b>Noise level:</b>
<input checked="" type="checkbox"/>	Contact with water/liquids	<input type="checkbox"/>	low
<input type="checkbox"/>	Confined spaces	<input checked="" type="checkbox"/>	moderate
<input checked="" type="checkbox"/>	Temperature variations (outdoors)	<input type="checkbox"/>	loud/noisy
<input type="checkbox"/>		<input type="checkbox"/>	

**SPECIAL CONDITIONS OF EMPLOYMENT**

**Explanation:**

<input checked="" type="checkbox"/>	Occasional weekday evenings required	
<input checked="" type="checkbox"/>	Occasional weekend days required	
<input type="checkbox"/>	Occasional overtime required	
<input type="checkbox"/>	Professional license/certification req'd	
<input type="checkbox"/>	Current CPR certification required	

**Minimum level of education:**

<input checked="" type="checkbox"/>	High school diploma/GED	<input type="checkbox"/>	Masters Degree: _____
<input type="checkbox"/>	Associates Degree	<input type="checkbox"/>	Medical Degree: _____
<input type="checkbox"/>	Bachelors Degree: _____	<input type="checkbox"/>	Other: _____

**Travel:**

<input checked="" type="checkbox"/>	Occasional travel between clinics	<input checked="" type="checkbox"/>	Vehicle, drivers license and insurance req'd
<input type="checkbox"/>	Frequent travel between clinics	<input checked="" type="checkbox"/>	Occasional work outdoors
<input checked="" type="checkbox"/>	Occasional or frequent other local travel	<input type="checkbox"/>	Frequent work outdoors

I certify that I am aware of the Working Environment for this position and I agree to that I am able to fulfill all Special Conditions of Employment.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date