



# Social Health Association of Indiana

**Position:** Health Educator (Part Time Position)

**Brief Description:** Teaching programs to students and potentially parents throughout the state as assigned.

**Accountability:** Reports to Director of Programs and Evaluation (or other assigned supervisor)

## Core Responsibilities

### Program and Program Evaluation

- Present educational and informational programs to target population in a professional and engaging manner, incorporating interactivity as outlined in lesson plans.
- Possess ability to relate to groups of students of various ages, genders, races, socio-economic backgrounds, and sexual orientations, and tailor the message of the program appropriately.
- Track and compile evaluation metrics as program reports require.
- Prepare teaching aids and agency resource materials as needed.
- Evaluate A/V resources and printed materials and recommend purchases.
- Arrive to all schools, camps, and other program sites at least 30 minutes prior to program start time and prepared to present the assigned programs.
- Have a working knowledge of all topics taught in SHA programs, with an expert-level knowledge of material covered in educator's specialty area (bullying prevention, human growth and development, pregnancy and STD prevention, or cultivation of healthy relationships).
- Accurately and appropriately respond to student questions in the classroom, camp, or other community setting. Defer questions to other adults when appropriate.

### Partners

- Cooperate with other agencies/schools to offer SHA instructional services.
- Refer agency/school personnel to Director of Strategic Partnerships to deepen partnership and/or add more diversified programming at location.
- Receive feedback from partners and share with CEO, Director of Programs and Evaluation, and Director of Strategic Partnership to ensure satisfaction from partners.
- Proactively interact with school nurses, social workers, teachers and principals to show SHA values partnering with them.

### Marketing

- May represent SHA within the community (health fairs, conferences, community groups, PTA's).
- Act as face of agency regularly with front line staff at schools and organizations where teacher professionalism and customer services is of utmost importance.

### Administrative

- Be responsive to communication and perform related tasks as assigned by the CEO and Director of Programs and Evaluation in a timely manner.
- Fill out and turn in timesheets and activity sheets in a timely and accurate matter.
- Communicate needs for materials/supplies to Office Manager in a timely matter, occasionally coming to the office to prepare needed materials/copies for class.

- Travel statewide to deliver programs and/or other SHA duties, as needed (must have own vehicle and mileage and drive time is paid). The majority of work is in Marion County.
- Attend SHA trainings and staff meetings. Over 200 hours of training on curriculum will be provided prior to teaching for SHA.

### **Fundraising & Marketing**

- Participate in and support SHA fundraising efforts as requested (ex. provide success stories, help at events, etc).
- Provide program ideas and input for SHA social media and other marketing efforts.

### **Leadership**

- Provide guidance for newly hired staff members observing in the field.
- Assist in planning and developing programs for target population within the topic areas of the Social Health Association of Indiana, Inc.
- Respond to diverse needs that are the result of cultural differences.
- Incorporate strategies for interacting with persons from diverse backgrounds.
- Assume responsibility for own professional development, communicating any financial assistance needed with Director of Programs and Evaluation.
- Strive to be an expert in topics relevant to classroom work/responsibilities.
- Pursue professional development opportunities.

### **Qualifications**

Bachelor's degree in Education, Health Education or related field with minimum of one year of teaching experience. Certified Health Education Specialist certification is *preferred*. A Bachelor's degree is required.

### **Abilities**

Educator must be a strong public speaker; program and curriculum development with particular emphasis on health education; community relations; conflict resolution; excellent oral and written communication skills; experience with Microsoft Office products. Must be an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision. Manage personal stress and responses in school settings that can be busy and hectic at times requiring on-the-spot adaptation for teaching methods.

### **Availability**

Working hours are during the week, Monday – Friday, and vary from 5 – 20 hours a week with peak times being when most schools are in session. Staff teaching schedules are typically completed 3-4 weeks in advance to ensure ample planning. Summers off for part-time staff from June 15 – July 31<sup>st</sup>.

### **Confidentiality**

SHA employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position. Other duties may be assigned by the CEO or Director of Programs and Evaluation.