



**Position:** Adolescent Health Educator (Full-Time, Exempt Position)

**Brief Description:**

LifeSmart Youth provides high-quality, culturally responsive, and inclusive, medically accurate reproductive health education and healthy relationships programming in school- and community-based settings – and we’re looking to expand our team of Adolescent Health Educators!

**Our commitment to Diversity, Equity, and Inclusion**

LifeSmart Youth is committed to providing an environment where all stakeholders whatever their gender, race, ethnicity, national origin, age, sexual orientation, socioeconomics, or disability receives fair, just and equitable treatment. Our approach is nondiscriminatory, and we provide equal opportunity for involvement and advancement in all aspects of our organization. As a trusted provider of school-based education, we are committed to providing a culturally responsive education that empowers youth to live healthy and safe lives

Adolescent Health Educators are responsible for creating safe spaces for youth to ask tough questions on sensitive topics and, help youth gain skills to navigate peer pressure and to make safe and healthy decisions. If you’d like to work with youth ages 9-15 providing high-impact programming state-wide (read: no typical day!), all while decreasing incidence of teen dating violence, teen pregnancy, STDs, and HIV, this may be the job for you! We welcome all applicants.

This is a full-time position. The salary range is in the mid \$40’s with health, dental, vision and life insurance, 9 Paid Holidays, PTO, retirement savings, cell phone stipend, and other benefits provided.

**Qualifications:** Bachelor’s Degree in Health Education, Public Health, Education, Social Work, or a related field with a minimum of 2-years teaching experience or 3-years in relevant youth services. Must be able to pass Department of Child and Family Services (DCS) background check. Must have access to reliable transportation, and appropriate car insurance.

**Please submit resume and cover letter to:**

**Tammie Carter, Chief Executive Officer, [tcarter@lifesmart.org](mailto:tcarter@lifesmart.org)**

## **Core Responsibilities**

**Accountability:** Report to Director of Programs and Evaluation

### **Program and Program Evaluation**

- Facilitate reproductive health and healthy relationships programs in schools and other program sites to school-aged youth in a professional, consistent, and engaging manner.
- Utilize facilitation and presentation skills to relate to students while maintaining integrity of the curricula.
- Provide adaptive programming that is responsive to students' physical and developmental needs.
- Possess ability to relate to students of various ages, genders, sexual orientations, religion creed, nation of origin, races, and socio-economic backgrounds.
- Respond to all student questions in the classroom or other community setting in a way that is aligned with agency standards and is both medically accurate and age appropriate. Defer questions to other adults when appropriate.
- Make referrals to school specialists and community service providers for more intensive case management or health services, as needed.
- Track and compile evaluation metrics which provide the agency a disciplined way of thinking and acting to improve entrenched and complex social problems.
- Assist with the development of curriculum, program evaluation, and other pertinent areas of programs.
- Travel statewide as needed for program delivery and/or other LifeSmart Youth duties (must have access to reliable transportation). Overnight hotel stays required for some programs.

### **Partners and Marketing**

- Recognizing the importance of cross-collaborative alliance-building for deeper impact, engage in relevant community-wide efforts, such as attending key community meetings and other events with current/potential community partners. Keep Director of Development and CEO informed of community meeting results, updates from partner organizations, and potential program or funding partner ideas.
- Promote and support marketing activities of LifeSmart Youth to advocate for the mission and programs.
- Serve as a LifeSmart Youth advocate by building relationships with parent, school, funding and community partners

### **Leadership**

- Respect and embrace diversity of all staff and clients.
- Participate in professional development trainings, all-staff meetings, strategic LifeSmart Youth workgroups, program team meetings, and other events/activities related to the position.
- Support LifeSmart Youth advocacy efforts.

### **Abilities**

Educator must be a strong public speaker with a commitment to promoting reproductive and sexual health for all people. Must be skilled in program and curriculum development with particular emphasis on health education; community relations; have high-level cultural competency and conflict resolution skills; excellent oral and written communication skills; experience with Microsoft Office products. Must be self-directed, but skilled at collaboration

internally and externally, including ability to develop, maintain, and promote constructive relationships. This position requires flexibility, and the ability to manage time and multiple tasks with little supervision. Overnight hotel stays may be required for some communities served outside of Indianapolis

### **Confidentiality**

LifeSmart Youth 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.

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.