

Job Description  
Health Education Council  
Health Access Program- Solano/Yolo Community Health Leader  
**Community Health Leader \$19-\$21 an hour – Part-Time/Full-Time(20hrs-40hrs/week)**



HEALTH  
EDUCATION  
COUNCIL

Health happens together.

The mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, unsafe neighborhoods, and lack of physical activity and operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information ([www.healtheducouncil.org](http://www.healtheducouncil.org)). We represent diverse staff, community partners and funders to better serve communities that otherwise do not have a voice for care, or access to healthy environments.

**Responsibilities:**

The Community Health Leader (CHL) will work in collaboration with the Program Administrator and other HEC staff members to assist individuals and communities impacted by COVID-19 by assisting community members in understanding their current situation and reactions, providing emotional support, and encouraging linkages with resources and longer-term supportive services. This work has a focus on working with the Latino/a population, with a particular focus in Vacaville, CA. This work involves being part of a team that will be supporting activating a neighborhood association as well as other community programs. This position is hybrid, with opportunities to work from home or out of the HEC office in Sacramento but most of the work will occur in the community. Ideal candidate would reside in Solano County but candidates willing to travel are open to apply. Job responsibilities include but are not limited to:

- Collaborate with coworkers to ensure grant deliverables are completed in a timely manner
- Traveling to community events, food distributions, neighborhood association meetings, and other events in Yolo and Solano counties, with a primary focus in the city of Vacaville and rural areas of Yolo County (ie. Migrant centers) to engage citizens, build trust, and conduct outreach
- Occasional travel to Sacramento for in person team meetings and training opportunities
- Dispersing evidence based and relevant COVID19 and other public health information
- Serving as a community health navigator by connecting residents to appropriate community-based organizations, clinics, and public resources
- Attend meetings and networking opportunities to build cross-sectoral partnerships
- Assist people impacted by COVID-19 by being an active listener and providing emotional support
- Distribute materials that address the social determinants of health & support with navigation services as appropriate
- Build community partnerships by participating in community coalitions and/or networking with community members and leaders.
- Participate in collaborative meetings to advance work of HEC

**Minimum Qualifications:**

- A passion for community outreach.
- Strong desire to create positive change and a wellness-focused culture in communities disproportionately impacted by COVID-19.
- **Bilingual in English/Spanish.**
- Demonstrated skill in developing and maintaining interpersonal relationships; active listening and an ability to work with diverse communities, especially youth, Spanish-speaking and/or BIPOC communities.
- Demonstrated public speaking communication and/or group facilitation skills.
- Basic computer knowledge (Microsoft Publisher, Power Point, Word, Excel).
- Ability to work remotely.
- Ability to travel to and from all job-related meetings, events, and activities.
- Available to work some evenings and weekends.
- Demonstrated experience completing data tracking forms and reports.

**Compensation**

This is a part-time/full-time, non-exempt position (20hrs/40hrs/week). Salary will be commensurate with experience and education. The Health Education Council is an equal opportunity employer.

**Receipt of Cover Letter and Resume E-mail resume, cover letter (please write “RE:” Health Access Community Health Leader on cover letter) and one original writing sample to:**

Health Education Council, ATTN: Philip Bensing  
E-mail: [apply@healtheducouncil.org](mailto:apply@healtheducouncil.org)