

Job Description

Health Education Council
Community Health Leader

Community Health Leader – Part-Time/Full-Time(20hrs/40hrs/week), Temporary.

September 16, 2021 – January 31, 2022



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). 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 to assist individuals and communities impacted by COVID-19 by assisting community members in understanding their current situation and reactions, mitigating stress, developing coping strategies, providing emotional support, and encouraging linkages with resources and longer-term supportive services. Working under the CalHope (CalHope.com) the CHL will complete FEMA-approved online training, equipping the CHL to provide community outreach and support for hardships caused by COVID-19. Job responsibilities include but are not limited to:

- Complete online FEMA and California Department of Health Services' trainings to remain current and knowledgeable on helping community members to cope with stress; identify personal strengths and coping skills; access resources and developing personal well-being plans.
- Assist people impacted by COVID-19 by being an active listener and providing emotional support.
- Seek out and have brief educational and supportive conversations with community members about COVID-19.
- Facilitate support and/or educational group sessions to help community members cope with their situations and reactions.
- Distribute educational materials about CalHOPE and COVID-19 topics like online and/or in-person public presentations; brochures; and flyers.
- Refer community members to community resources as needed.
- Build community partnerships by participating in community coalitions and/or networking with community members and leaders.

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.
- 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.
- Demonstrated experience completing data tracking forms and reports.

Compensation

This is a temporary, non-exempt position. 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:" FEMA Counselor on cover letter) and one original writing sample to:

Health Education Council, ATTN: Philip Bensing
E-mail: apply@healtheducouncil.org