

Job Description
Health Education Council
Community Health Leader – Full-Time (32-40hrs/week)
Salary Range: \$20.00-23.00 an hour



Health Education Council (HEC) is a non-profit organization based in South Sacramento, CA. (www.healthedcouncil.org). For over 30 years, HEC has worked to eliminate health disparities, bringing culturally and linguistically tailored health-programming to communities across northern California. The mission of HEC is to cultivate health and well-being of under-served communities by leveraging the power of collaboration. HEC focuses on addressing the underlying drivers of health by concentrating its work in five main areas:

- Wellness Education
- Health Access
- Community Safety
- Economic Well-Being
- Social Connection

HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We represent diverse staff, community partners and funders to better serve communities. HEC has a commitment to equity and specializes in bringing together diverse stakeholders – residents, local government, business, law enforcement, faith, health care and social service leaders - to build consensus on creative, resident-driven solutions to positively impact the causes of health disparities. HEC seeks a Community Health Leader to work across program petals, with an emphasis on supporting Community Safety programs in the greater Sacramento region. Because this role works closely with youth and young adults from communities disproportionately impacted by systemic inequities, we strongly encourage applicants with relevant lived experience and deep cultural connection to these communities to apply.

Responsibilities: The Community Health Leader (CHL) will work closely with the Program Administrator and Program Coordinator to implement HEC's Community Safety program, including Safety Health Opportunities and Practice (SHOP) and Enhanced Care Management (ECM) initiative. HEC is committed to empowering communities in need through inclusive neighborhood safety and connectedness.

Facilitation & Programming:

- Implement evidence-based programming known to effectively support youth who are coping with untreated mental illness, community violence, teen dating violence, poverty, homelessness, incarceration, or school failure.
- Facilitate SHOP programs across Sacramento, Yolo, and Placer counties, either six-to-eight-week programming or year-round programming, based on proposals with partners and in accordance with existing processes and procedures.
- Draft session topics and lead both virtual (when applicable) and in-person support groups, in collaboration with youth and youth-serving organizations focused on violence prevention, resilience, and life skills.
- Support the planning and conducting of Power of Exposure field trips each month with the team.
- Remain current and knowledgeable on best practices regarding violence prevention, intervention, adverse childhood experiences, and trauma-informed care.
- Participate in training and webinars throughout the year to support professional growth as a youth mentor/advocate.

Case Management and Care Coordination:

- Serve as a case manager and mentor to youth and young adults, including those who have current and/or past system involvement (foster care, juvenile justice, domestic violence, etc.).

- Screen eligible youth and young adults for Medi-Cal eligible programs and supportive services, including ECM.
- Complete comprehensive assessments, develop and update individualized care plans, and provide ongoing education and care coordination.
- Routinely check in with assigned clients/members via home visits, phone, or telehealth
- Accompany members to appointments as needed and monitor referrals to ensure continuity of care.
- Identify and respond to member safety, physical, and behavioral health concerns by developing safety plans as needed and connecting members to appropriate local resources, including housing, food, transportation, and financial assistance.
- Document all client/member encounters, care coordination efforts, and progress notes in the PearSuite platform, in a timely and accurate manner.
- Comply with mandated reporting laws.

Documentation & Administrative Responsibilities:

- Accurately track all program and youth participant data and activities by completing case notes and documentation in the PearSuite platform, in accordance with established processes and procedures.
- Support the Program Director, Program Administrator, and Program Coordinator in compiling program and youth participant data to draft and complete program progress reports.

Outreach & Partnerships:

- Outreach to youth and families through HEC events and other community-based events to promote existing programs and services, as applicable.
- Initiate, secure, and nurture external partnerships that will advance Community Safety initiatives and existing deliverables outlined in the annual scope of work.
- Collaborate with other HEC programs and complete other duties assigned by your supervisor and HEC leadership.

Agency Wide Job responsibilities include but are not limited to:

- **Community Engagement and Facilitation:** Lead in-person and virtual workshops that are culturally appropriate and engaging. Share health education materials and connect community members to relevant programs and services. Participate in and supports HEC-sponsored and community-hosted events. Build trusted relationships with community members and partners.
- **Communication and Outreach:** Engage in agency-wide activities including but not limited to community workshops, food distributions and community events across the Greater Sacramento Region: Sacramento, Yolo, Placer and Solano County. Actively listen and respond clearly and respectfully to community concerns and needs and build trust with communities. Follow up on referrals and ensure community members are connected to appropriate resources. Share community feedback with HEC staff to guide programming decisions. Develop and distribute outreach materials that align with HEC branding and resonate with the audience including educational materials focusing on health, financial literacy, social connection, emergency services, and safety to empower residents with essential knowledge.
- **Agency Understanding:** Understand and communicate HEC's mission, vision, and strategic goals. Demonstrate awareness of program-specific services and how they address community needs. Represent HEC professionally at community events and partner meetings.
- **Professionalism:** Demonstrate punctuality, reliability, and self-motivation in all work settings. Maintain a courteous and respectful demeanor in public and team interactions. Follows HEC protocols and contributes to a supportive team environment.
- **Adaptability and Initiative:** Adjust to changing program needs and community dynamics. Identify and communicate potential issues or community trends to supervisors. Takes initiative to build partnerships and strengthen community impact. Participate in required trainings and professional development opportunities

to enhance job performance.

- **Forge Partnerships:** Build valuable partnerships by engaging with local coalitions, community leaders, local organizations, and residents to strengthen community ties and enhance support networks. May represent HEC professionally at community events with partner organizations, partner meetings, and outreach activities.
- **Flexibility:** Be prepared to take on additional tasks assigned by your supervisor and extend support to all programs when required.

Minimum Qualifications:

- A passion for youth and community engagement, outreach, and demonstrating active listening skills.
- Strong desire to create positive change and a wellness-focused culture in communities disproportionately impacted by the social determinants of health.
- Demonstrated skill in developing and maintaining interpersonal relationships and an ability to work with diverse communities
- Experience in case management, care planning, resource navigation, and referral preferred.
- Demonstrated public speaking communication and group facilitation skills.
- Ability to travel to and from all job-related meetings, events, and activities and willingness to work occasionally in the evenings and on weekends.
- Demonstrated experience completing data tracking forms and reports.
- Self-motivated, hard-working, dependable, adaptable, and flexible.
- Comfortable working with diverse audiences, parents, and in school settings.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel).

Equal Opportunity Employer Statement

The Health Education Council (HEC) is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace and do not discriminate based on race, color, religion, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, sexual orientation, marital status, national origin, ancestry, age, disability (physical or mental), medical condition, genetic information, military or veteran status, or any other characteristic protected by federal, state, or local laws. We comply with all applicable employment laws, including the **California Fair Employment and Housing Act (FEHA)** and the **Americans with Disabilities Act (ADA)**. If you need reasonable accommodation during the application process or employment, please contact HEC's HR department at 916-556-3344. All employment decisions at The Health Education Council (HEC) are based on qualifications, merit, and business needs.

Compensation

This is a full-time, non-exempt position (40hrs/week). Salary will be commensurate with experience and education. After 60 days of continuous full-time employment, benefits including medical, dental, and life insurance are available, and after 90 days of continuous employment, vacation, sick leave, major holidays and retirement plan are available.

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

Health Education Council, ATTN: April Lysongtseng E-mail: apply@healthedcouncil.org