

**NEICAC**  
**Job Description**

**Job Title:** Health Programs Educator  
**Department:** Health Programs  
**Reports To:** Operations & Development Director  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources/Operations & Development Director  
**Prepared Date:** January 2013, February 2016, September 2016, Update April 2017,  
Updated October 2020, Updated May 2022  
**Approved By:** Personnel Committee  
**Approved Date:** October 2020

**SUMMARY**

Plan, implement and evaluate the Community Adolescent Pregnancy Prevention (CAPP) program. Will be responsible to coordinate the CAPP program by collaborating with community agencies to provide an organized approach to adolescent pregnancy prevention, teen and adult parenting support and education. This position may perform regular duties at alternatives sites with permission of the Program/Department Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

AGENCY RELATED:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation as well as comply with requirements for federally funded healthcare programs regarding fraud, waste and abuse
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally-out of-service area
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

PROGRAM SPECIFIC:

- Provide approved curricular and non-curricular programming to youth in the service area
- Independently manage the day-to-day operations by working closely with the coalition partners, appropriate medical providers, community agencies, parents/families, educational systems, and participants
- Work with program director/fiscal department in preparing budget, supply purchases and other expenditures
- Attend monthly CAPP leadership & educator meetings
- Continue to build multi-disciplinary coalition membership across service area by attending and participating in scheduled meetings
- Research and write grant applications for state, federal and local funding sources
- Direct and coordinate preparation for monitoring of funded programs
- Prepare and submit reports essential to meeting program requirements

- Become knowledgeable in all CAPP program requirements, including HIPPA & Mandatory Reporting
- Promote and encourage referrals to the CAPP program through written and oral communication to the medical community, Department of Human Services, and area schools
- Research, develop and provide accurate and age-appropriate sexual health information for adolescents
- Utilize social media outlets to provide education to adolescents and parents on consent, healthy relationships, STI/STDs, and pregnancy prevention and planning.
- Incorporate social-emotional learning skills throughout programming
- Watch for signs/symptoms of abuse or neglect in the pediatric/adolescent individual and become knowledgeable of appropriate actions to take
- Provide community education to facilitate community awareness of and access to family planning services and adolescent pregnancy prevention program, establish, and implement planned activities whereby the services are made known to the community
- Keep adequate documentation consistent with the program plan and requirements of funders
- Keep Operations & Development Director informed of current developments in the program
- Bring any questions or concerns regarding compliance to the immediate attention of the Operations & Development Director.

## **SUPERVISORY RESPONSIBILITIES**

N/A

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (BA or BS) from a four-year college in social work, nursing, education, community health or related field; one to two years related experience also preferred. Strong skills in organization, planning, coordination, public speaking, interpersonal skills, and grant writing. Must have computer skills/experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid driver’s license and carry level of insurance required by NEICAC. Must complete Mandatory Reporter training.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Print Name \_\_\_\_\_