Health Educator, UAS 1520 (6 positions) (Revised)
Local Dental Pilot Project

**Salary Range:** $18.30 - $19.50/hourly

Work Schedule: This is a full-time position: Monday – Friday hours may vary; May include weekend presentations; non-exempt position. This position is eligible for benefits. This position expires on or before December 31, 2020.

Essential Functions: Under the supervision of the Program Director, the incumbent’s primary responsibility is to provide assistance to the dental outreach provider team at community sites, which includes tasks such as recruiting and facilitating oral health education screenings, providing education concerning oral health and other relevant topics to children 0-20 and their parents/caregivers, offering resources and referrals services to families for dental homes, and assisting with data collection.

**Duties:**

30% - Coordinates program services and/or activities in community based settings. Schedules events at community sites. Collaborates with student workers. Serves as a resource for program information. Provides client services by responding to inquiries and request for information regarding specific program functions.

30% - Provides education concerning health and other relevant topics (e.g. nutrition, parenting, etc.) to families at community based sites and serves as a credible peer information liaison to community resources.

25% - Assist family members with completing required forms, assist families in connecting with a dental home, and communicate needs, issues, and concerns of participants to dental team. Performs follow-up phone calls with program participant families as needed.

10% - Researches and gathers necessary information for program purposes, such as program effectiveness client need assessment, etc. Submits activity logs and travel records.

Requirements: The incumbent must have a Bachelor’s degree or equivalent experience in health education or experience providing health education or related work (case management, parenting education, community resources, or advocacy) in community settings or experience working with community organizations and with children. The incumbent must have a combination of experience and education equivalent to one to two years of progressively responsible experience in health/community education, which provides the required knowledge and abilities. The incumbent must also have experience working with Microsoft Word, Excel, Outlook and University databases. The incumbent must have a valid California Driver License, good driving record, and insured and registered care. The incumbent must also be willing to travel to community sites. The incumbent must have written and oral communication skills as well as excellent interpersonal skills. The incumbent must have the ability to
work independently, oversee student work, exercise discretion, maintain strict confidentiality, and coordinate multiple tasks and activities. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. The incumbent will need to complete a HIPPA certification. Healthcare Compliance and Harassment certification within one month of hire. The incumbent must be able to lift 25 pounds and will receive training in infectious disease control. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The hiring program will pay for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin October 9, 2017 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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