Health Educator Coordinator, UAS 1578
Local Dental Pilot Project

Salary Range: $56,160/annually

Work Schedule. This is a full-time position: Monday – Friday 8:00 a.m. to 5:00 p.m.; May include some weekends and evenings; exempt position. This position is eligible for benefits. This is a temporary appointment expiring on or before December 31, 2020, subject to renewal based upon funding.

Essential Functions: The incumbent provides leadership in identifying goals, developing oral health education and leading the health education team. The primary assignment includes responsibility for supervising ten full time Health Educators in community field sites. Supervision will include tasks such as monitoring efforts in the field at community-based sites, coordinating efforts with USC dental practitioners, collaborating in deployment/scheduling of Bridge Teams and supporting development of oral health educational efforts. The incumbent will collaborate with the Director or Designee in directing and evaluating the attainment of the health education team grant deliverables. The incumbent reports to the Director or designee, serves as a member of the administrative team and works closely with the administrative staff in scheduling program activities.

Duties:

60% -Provides supervision, evaluation and training for Health Educators; plans, organizes, implements and evaluates the delivery of oral health education team deliverables; oversees and supports ten Health Educators as members of the field based Bridge Teams. Bridge Team assignments may include assisting with outreach, recruitment, support and documentation of dental screenings; reviews and monitors health educator reports, and assists with scheduling/deployment staff.

25%- Consults and coordinates with project leadership in assuring the quality and efficacy of health education communications and in developing oral health education efforts that are responsive to grant partners.

10%- Develops and reviews oral health information and educational materials, including pamphlets, flyers, presentation, and external communications.

5%- Other duties as assigned.

Requirements: The incumbent must have a Master’s Degree from an accredited college or university in public health, social work, public administration or a related field. A Bachelor’s degree from an accredited college or university in these disciplines and a record of one to two years of health education and staff supervision experience can substitute for the graduate degree. The incumbent must have a minimum of three years direct experience providing health education or related experience in community based settings, as well as experience working with community organizations and supervising staff. The incumbent must demonstrate depth of knowledge and experience about the principles and
practices associated with health education, staff supervision, professional development and/or
community based practice. The incumbent must possess strong verbal and oral communication skills,
sound judgement and abilities to function independently. The incumbent must also demonstrate the
ability to supervise health educators in field sites; assess health education needs of project partners;
develop appropriate health education strategies; collect, organize, present data and summaries of oral
health education efforts and health educator activities in the field; manage complexity; problem solve;
exercise autonomy; demonstrate a collaborative stance in the execution of responsibilities; and
demonstrate an interest and or ability in working in a multicultural/multiethnic environment. The
incumbent must have a valid California Driver License, good driving record, and an insured and
registered car. The incumbent must also be willing to travel to community sites. 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 February 14, 2019 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.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/emp
loyment_application.pdf