



POSITION DESCRIPTION

POSITION TITLE:	Health Education Program Assistant (1-2 positions)
COMPENSATION:	15 -30 hours per week (depending on number of hires)
FLSA STATUS:	Non-exempt
SUPERVISION RECEIVED:	Health Education Program Manager
SUPERVISION EXERCISED:	None

OBJECTIVE: Seeking a passionate, community-minded health promotor to assist in the implementation, and administration of the Alliance on Aging's (AOA) Fortaleciendo el Bienestar Program (FeB) in the South Salinas Valley region, with an emphasis on providing culturally-competent approaches to improving mental/emotional and physical health of older Latino adults (age 55-plus). The ideal candidate lives in and is knowledgeable of the Spanish-speaking community in the South County region. The program is based in the Salinas 'Old Town' office though day to day work is performed with clients in South County.

RESPONSIBILITIES:

- Receive training on how to deliver FeB mental health and wellness education series curriculum
- Teach multi-part FeB mental health and wellness education series to bilingual/bicultural older adults.
- Under supervisor's direction, schedule workshops and venues in South County region.
- Provide outreach to promote the FeB Program, as directed.
- Network with South County community agencies that refer clients to the FeB Program.
- Ensure completion of client intake forms and course evaluations; compile client data and program activity, and maintain an accurate and complete data base
- Perform administrative tasks that support the Fortaleciendo el Bienestar Program.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in community or public health or related discipline with two years' experience in community health education or, a combination of education and experience equivalent to above.
- Knowledge of behavior change, adult learning, group process theory and their applications.
- Ability to apply cultural competence and health literacy to projects or programs for diverse communities.

- Demonstrated experience in public speaking, particularly to Spanish-speaking audiences
- Must be bilingual with superior verbal, written, and translational skills in both English and Spanish.
- Direct work experience and/or understanding of mental and physical health issues pertaining to older adults

KNOWLEDGE, ABILITIES, SKILLS:

- Knowledge and experience of chronic physical, mental health, and wellness conditions associated with aging
- Demonstrated ability to write professional reports.
- Demonstrated computer skills in MS Office environment.
- Ability to problem-solve and make sound judgments.
- Ability to work independently and as part of a team.
- Superior organizational and time-management skills.
- Valid California driver's license, auto-insurance, and personal means of transportation.

COMPENSATION AND BENEFITS

Non-exempt position, pay range of \$15 - \$17 per hour, DOE.

Alliance on Aging Employees working a minimum of 30 hours per week are eligible for a benefits package including health, dental, and vision insurance; a 403B retirement plan with 4% employer contribution after one year of continuous service; accrue two (2) weeks of vacation in year one - three, twelve (12) sick days per year, and eleven holidays (prorated for employees working between 30 and 40 hours). Mileage is reimbursed at the current IRS rate.