

**POSITION DESCRIPTION**

**POSITION TITLE:** Health Education Program Manager **COMPENSATION:** Open for discussion - 24-30 hours per week

**FLSA STATUS:** Non-Exempt

**SUPERVISION RECEIVED:** Alliance on Aging Programs Director

**SUPERVISION EXERCISED:** Health Education Coordinator (one full time)

**OBJECTIVE:** To lead the implementation, and administration of the Alliance on Aging’s (AOA) Fortaleciendo el Bienestar Program (FeB) in the 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 position is based in the Salinas ‘Old Town’ office and will work with clients in Salinas and South County region.

**RESPONSIBILITIES:**

* Deliver “mental health and wellness” education series in Salinas and South County with an emphasis on reaching monolingual (or limited English speaking) older adults.
* Manage data including client intake, survey implementation, monthly reports.
* Ensure curriculum reflects effective and culturally appropriate ways to engage Latino seniors on issues of mental health.
* Coordinate outreach efforts with the AOA Outreach Specialist and other AOA programs to promote the FeB Program at community events.
* Participate in community fairs, community meetings and coalition meetings.
* Network with Salinas or South County community agencies and entities that refer clients to the FeB Program.
* Supervise completion of administrative tasks that support the Fortaleciendo el

Bienestar Program.

* Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree in Social Work or Public Health with minimum two years’ experience in community health education & working with senior adults.
* Demonstrated knowledge of behavior change, adult learning, group process theory and their applications.
* Demonstrated knowledge of behavior change, adult learning, group process theory and their applications.
* Demonstrated 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**

The Alliance on Aging offers a competitive wage.

Mileage is reimbursed at the current IRS rate.