



HEALTH EDUCATOR

Community Health Services
Department of Health & Human Services

Reports To: Project Coordinator
Salary Range: 29
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Created: 05/20/2019

INTRODUCTION

This position is responsible for performing and providing outreach/referral services and health education in support of the Healthy Native Smiles research project.

This position is responsible for providing basic health education and instruction in the home and community to pregnant women, mothers, and young infant/children ages 0-3.

This position is also responsible to assist in delivery of an oral health and/or maternal and child health care program.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Serve as an oral health advocate for pregnant women and mothers to young children.
2. Provide education regarding best practices in oral health care for pregnant women, mothers and children.
3. Utilize motivational interviewing techniques to support behavior change where needed.
4. Maintain a patient oral health care service record noting follow-up visits, progress, and other contacts.
5. Identify early signs of tooth decay in infants as well as urgent oral health care referral needs.
6. Apply fluoride varnish to children's mouth/teeth and provide oral health care referrals as needed.
7. Serve as a resource for pregnant women and mothers regarding maternal and child health care topics with health education materials.
8. Collaborate with various Department of Health and Human Services, Northern Arizona University personnel, Indian Health Services and other various departments in carrying out required duties.
9. Conduct home visits with participants of the research project.
10. Assist with recruitment of research participants through WIC and other avenues of resources.
11. Administer surveys to pregnant women and mothers.
12. Keep in contact with study participants through phone calls, social media, home contacts, and other forms of communication.
13. Conduct oral health assessments/checklists regarding referrals, dental caries, etc.
14. Assist research participants with adhering to health appointments.
15. Generally, work to accomplish the tasks and requirements outlined in the Scope of Work with the Oral Health Project.
16. Performs other duties as assigned and authorized to achieve Tribal and Program goals and objectives.

PERSONAL CONTACTS

Contacts are with Hopi members, employees, the general public, clients and their family members, health care providers, Hopi Villages, and personnel of other related service agencies involving the exchange of factual information, and providing assistance and advisement regarding early childhood caries prevention.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Most of the work is performed in a home setting requiring light to moderate physical exertion such as lifting, bending, and stooping. When conducting visual oral health assessments of children and applying fluoride varnish, employees will wear latex gloves and appropriate clothing and gear. Extensive travel on the reservation may be required with limited off reservation travel.

MINIMUM QUALIFICATIONS

Education: Certification as a Certified Nurse Assistant (CNA) or Certified Medical Assistant (CMA) from an accredited institution or training program;

OR

Experience: One year direct work experience in a hospital or clinic setting, and experience providing home health care services to the elderly, handicapped and/ or disabled persons.

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of community health resources and needs.
- Knowledge of health issues, resources, and other agencies available for referral services.
- Willingness to learn maternal, child health, and vocabulary.
- Willingness to learn oral health and vocabulary.
- Basic knowledge of standards in care methods, techniques, and practices.
- Knowledge of the traditions, political, cultural, and socio-economic environment of the Hopi Reservation.

- Skills in verbal and written communication.
- Skills in human and public relations.
- Good skills in interpersonal relationships.
- Basic skills as a nurse assistant, medical assistant, or dental assistant.
- Skills in operating computers, digital copiers, and other modern office machines and equipment.

- Ability to establish and maintain positive professional working relationships with others.
- Ability to work independently while under the general supervision of the Project Coordinator.
- Ability to follow verbal and written instructions.
- Ability to maintain and practice strict confidentiality.
- Ability to provide spiritual and emotional support.
- Ability to operate personal computers, applicable software, and basic office machines/equipment.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Must complete and maintain annual immunization and physical wellness exam.
8. Must possess and maintain a CPR / First Aid Certification.