



## HOPI WOMEN'S HEALTH PROGRAM

### HEALTH EDUCATOR

**INTRODUCTION:** This position is responsible for educating targeted and interested individuals of breast and cervical cancer through various forms of media in support of the Hopi Women's Health Program.

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

1. Plans and implements public/professional educational plans, training and programs to promote an awareness of breast and cervical prevention/early detection and other related programs to Hopi villages/communities.
2. Researches and coordinates continuing education classes/seminars for program staff, service providers, i.e., medical doctors, registered nurses and community health representatives, utilizing educational resources/modules; coordinates continuing education credits, as appropriate.
3. Coordinates educational outreach activities on breast and cervical cancer preservation, screening and trends for individuals, groups and communities; promotes health education through various sources of media.
4. Plans and coordinates annual health conferences which addresses cancer awareness/prevention, health services/wellness or other related issues; evaluates effectiveness of conferences. Develops health educational material, brochures and exhibits using cultural/traditional concepts, which apply to health activities (assures copyright protection); prepares packets for conferences, health fairs and other public events.
5. Prepares and provides quarterly reports of community education, quality assurance and improvement (QA&I) efforts; evaluates effectiveness of community education programs/plans and provides recommendations to improve upon services, goals and objectives.
6. Works Well Women's and Mammography clinics, i.e., interviews new clients & consenting patients, conducts education, tears down and sets up clinic.
7. Provides technical assistance and resource health education for program and Hopi Health Department staff; establish and provides support to local cancer support group, i.e., awareness, nutrition education, empathy, etc.
8. Performs other duties as assigned and authorized by the supervisor to meet village goals and objectives.

**COMPLEXITY:** The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action selected from alternatives.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Women's Health Program Director. The supervisor makes assignment by defining the objectives, priorities and timelines. The incumbent plans and carries out assignments independently and referring problems and unfamiliar situations to the supervisor for assistance. Completed work is reviewed from an overall standpoint of feasibility, appropriateness and effectiveness in compliance with established objectives, instruction and procedures.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the work area, clients, family members, villages/communities, health care service providers, related agencies and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and foster a network of health education services for the benefit of Native American women/men.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is both sedentary and physical and is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms, working around office machines/equipment and in the community/village setting. Physical effort and exertion is required when presenting physical activities/functions. The incumbent must be able to work under stressful/emotional conditions and may be exposed to situations dealing with emotional/personal conflicts. Travel on and off the reservation is required.

#### **MINIMUM QUALIFICATIONS:**

1. Required Education, Training, and Experiences:
  - A. Education : Bachelor's Degree in Social Services, Health Education, or closely related area;

AND

- B. Experience : Three (3) years work experience conducting public health education services, outreach, wellness, disease prevention presentations and counseling;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of culture, traditions and socio-economic environment of the Hopi Reservation  
Knowledge of community needs analysis, survey techniques and assessment  
Knowledge of health services, health practices related to Hopi women and other resources  
Knowledge of cancer diagnostic procedures and treatments, health issues, cancer management  
Knowledge of medical terminology

B. Skills:

Skill in verbal and written communications  
Skill in preparing evaluation tools and interpreting the results  
Creative skills to produce educational and informational material  
Skill in human and public relations & spiritual and emotional support

C. Abilities:

Ability to provide spiritual and emotional support  
Ability to conduct small and large group presentations  
Ability to maintain strict confidentiality of client information  
Ability to compile statistical information  
Ability to establish and maintain positive professional working relationships with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must or be able to possess a valid Arizona driver's license, within 30 days of employment, and complete & pass the Hopi Tribe's Defensive Driving Course.

**DESIRED QUALIFICATIONS:**

1. Be able to speak and understand the Hopi language.
2. Have the compassion and patience when dealing with sensitive topics.

REVIEWED BY: \_\_\_\_\_

Hiring Authority

3/5/07  
Date

APPROVED BY: \_\_\_\_\_

Personnel Director

03/06/07  
Date

Hourly -Range 35  
03/2007 (nfp)