



HEALTH EDUCATOR

Hopi Cancer Support Services
Department of Health & Human Services

Reports To: Manager
Salary/Hourly Range: 35
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 07/06/2021

INTRODUCTION

This position is responsible for educating current and/or prospective members of the Hopi Breast and Cervical Cancer Early Detection Program (HBCCEDP) throughout the communities we serve. The objective is to use these educational topics to encourage the importance of early detection through screening and promote healthy lifestyle behaviors.

The incumbent is under general supervision and line authority of the Hopi Cancer Support Services Manager. The supervisor makes 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.

Contacts are with employees within/outside the work area, clients, family members, village/communities, health care services 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.

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) Plans and implements public/professional educational education dissemination plans, training and programs to promote an awareness of breast and cervical cancer prevention/early detection and other cancer-related information to the Hopi public/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.
- 3) Coordinates educational outreach activities on breast and cervical cancer prevention, screening and trends for individuals, groups and communities; promotes health education through various sources of media.
- 4) Plans and coordinates culturally sensitive health events that address cancer awareness, prevention, health disparities, and/or other health related issues.
- 5) Prepares and provides quarterly reports of community education, quality assurance and improvement (QA&I) efforts; evaluates effectiveness of community education program/plans and provides recommendations to improve upon services, goals and objectives.
- 6) Assists with the clinical operations during our Well Woman Health Check and Mammography clinics at either Hopi Health Care Center (HHCC) or at Hopi Cancer Support Services (HCSS), duties include, intake of new clients & patient education, help recruit and tears down and sets up clinic.
- 7) Performs other duties as assigned and authorized to achieve Tribal/Program goals and objectives.

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

Education: Associate's Degree or college course related work in either Public Health, Health Education, or other health-related area;

AND

Experience: Two (2) year's work experience in community health education which includes public service program planning, development, management or marketing/media;

OR

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

KNOWLEDGE, SKILLS AND ABILITIES

- Awareness of culture, traditions and socio-economic environment of the Hopi Reservation.
- Knowledge of survey techniques and assessments.
- Knowledge of health services, health practices related to health/wellness, chronic disease/illness, and other resources.
- Knowledge of medical terminology.
- Good verbal/written communication skills and customer service oriented.
- Preparing evaluation tools and interpreting the results.
- Usage of various media platforms, computer apps, and media devices.
- Skill in public relations that may or may not involve spirituality, tribal customs, and emotional support.

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 is responsible for maintaining a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening.
- 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.

DESIRED REQUIREMENTS

Preferred knowledge of the Hopi Language and/or Navajo language (*for our Navajo speaking members*)