

Health Educator Job Description

The Prevention, Testing and Wellness Program operates as a component of the Nine Circles integrated model of service and members of the team are committed to:

- Upholding the Mission, Values and Guiding Principles of Nine Circles
- Actively participating in a multi-disciplinary approach to the work of Nine Circles
- Providing effective and accessible services to Nine Circles, its program departments, clients and related stakeholders
- Delivering flexible, responsive and evidence-based programming
- Addressing all issues in a manner that encourages honest communication, equality, inclusion and respect
- Performing their responsibilities in an efficient and confidential manner

Job Summary

The Health Educator is responsible for the development and facilitation of health promotion education initiatives guided by the evidenced health promotion and prevention needs of the community. The Health Educator is additionally responsible for ensuring the clients and staff have access to the most up-to-date resources; meaningful engagement of people with lived/living experience in program planning, delivery and evaluation; as well as Food Bank coordination. The Health Educator supports harm reduction supply distribution.

Working Conditions

This job, which is located at 705 Broadway, requires the incumbent to be physically capable of lifting 25 lbs to complete the majority of their work. This position is also expected to perform the following and the incumbent must be physically capable to do so: frequently sitting >50% of their shift, regular mobility throughout 705 Broadway as well as outside of Nine Circles, frequently lifting >25 lbs., occasionally walking >50% of their shift. The nature of this position includes frequent interruptions. Occasional access to a vehicle may be required; this position requires frequent access to transportation (including public transit).

Regular hours for a 1.0 EFT position are 7.75 hours per day (net of breaks). The regular work days for this position will fall between 8:00 a.m. and 8:00 p.m. Mondays through Fridays. Regular work hours include a start time of 9:00 a.m. Occasional evenings and weekends shifts are required. Overtime is not a normal requirement of this position. Should department operations require such scheduling adjustments, these must be approved in advance by the Director of Prevention, Testing and Wellness.

Qualifications

Required Education

- Successful completion of an undergraduate degree in a health or social service field preferred.

OR

- An equivalent combination of post-secondary education and minimum 3 years relevant experience.

Preferred Education:

- *Certification or diploma in Adult Education*
- *Certification in Group Facilitation (in person and virtual)*

Knowledge, Skills, and Experience

- Minimum of three years' experience in the delivery and design of health education
- Demonstrated ability to develop written resources
- Demonstrated ability to research, analyze and effectively communicate complex information
- Demonstrated knowledge of sex positivity, sexual health, health equity
- Demonstrated knowledge of and practice in harm reduction approaches
- Knowledge and understanding of Indigenous cultures and traditions and the impact of colonization on the health and well-being of Indigenous individuals and families.
- Demonstrated ability to research, develop and evaluate new programs based in evidence and best practice
- Demonstrated ability to meaningfully engage people with lived experience in the design, implementation, and evaluation of program services
- Demonstrated ability to develop and facilitate education sessions utilizing adult education theories and techniques
- Exemplary written and oral communication skills
- Ability to use a strength-based and client-centered approach when working with community and clients
- Demonstrated ability to take initiative and leadership in projects and day to day work
- Ability to work flexible hours
- Able to work effectively in a team environment
- Demonstrated ability to maintain confidential and sensitive information
- Demonstrated computer competency and experience working with Microsoft applications including Word, Word Press, Excel, Power Point, and Outlook
- Ability to manage inter-personal conflict in a respectful manner
- Requires the ability to prioritize demands in an ever-changing, dynamic environment with attention to detail and effective organizational skills

Assets

- Fluency in languages other than English
- Lived experience related to the mandate of Nine Circles

Duties/Responsibilities

Health Promotion:

- Provide leadership in identifying emerging trends and gaps in community knowledge and coordinating a response through program design
- Design and deliver culturally responsive education and training curricula on a variety of sexual health, harm reduction and health promotion initiatives that increases both individual and organizational capacity
- Establish and maintain relevant community networks
- Consult and collaborate with Nine Circles and program teams in the development, delivery and evaluation of programs and resources
- Coordinate staff education and training as required
- Collaborate with program teams to design and implement health education into community events (e.g. World AIDS Day, community fairs)
- Coordinate access to and/or develop a variety of knowledge translation tools to meet community needs for STBBI awareness, prevention, and education
- Respond to health education inquiries

Knowledge Translation and Exchange:

- Researching trends and gaps in community knowledge and use findings to acquire, adapt, develop, review and evaluate appropriate educational resources
- Regularly review and evaluate resources to reflect best practice and promising practice
- Distribution/promotion of health promotion tools and resources into the community

Client Engagement:

- Distribute harm reduction supplies and provide harm reduction education, resources, and support to clients in collaboration with Nine Circles program teams;
- Coordinate the operations of the Nine Circles Food Bank including:
 - Liaise with Harvest Manitoba;
 - Support clients and ensure smooth operation of food bank;
 - Support, supervision, and contributions to the evaluation of volunteers;
 - Food bank membership and delivery list;
 - Maintain, and revise as needed, the food bank program procedure manual development and revision as required;
 - Documentation and data collection as required

People with Lived and Living Experience Participation:

- Ensure the meaningful participation of people with lived experience in the development, delivery and evaluation of programs and resources

Authority and Accountability

Reporting

- The Health Educator reports directly to the Director of Prevention, Testing and Wellness.

Liaison

- This position regularly liaises with Nine Circles' Clinicians and primary care teams, Nine Circles Community Engagement Coordinator, Health Education Facilitators, Evaluation Coordinator, clients, volunteers and external stakeholders as required

Delegated Authority

- May be tasked to process procurement of goods/services

Accountability

The position is accountable for:

- Functioning and executing department operations in order to support and uphold the Department's mandate. This includes maintaining all files, records, systems and documents with an appropriate audit trail, including maintenance of relevant working documents.
- Regular communication with Program Director including regular check-in meetings
- Ensuring proper authorization has been obtained as part of all department operations
- Following all prescribed department procedures
- The efficient, effective, accurate and timely performance of the duties and responsibilities listed above
- Consulting with Program Director on all materials and communication tools developed on behalf of the Nine Circles before wide distribution (e.g. forms, reference sheets)
- Identification and collection of performance and quality improvement data, and initiate corrective action where management follow-up is needed
- Maintenance of productivity standards and practices, effective time management and prioritization of work
- Active participation in relevant meetings, committees and assigned projects
- Development and implementation of an individual plan for professional growth and development including participation in professional organizations and activities, workshops, seminars and staff development
- Adherence to Nine Circles policies and procedures and Standards of Care guidelines
- Adherence to Personal Health Information act, the Federal Personal Information and Electronic Documents Act, and related professional standards
- Participation in the development and implementation of appropriate tools and strategies needed for assessments, program planning/development and evaluation including annual work plans, quarterly and annual reporting
- Participates in the development, implementation and maintenance of appropriate policies and procedures and guidelines

- Demonstrates discretion and tact when dealing with highly confidential materials and matters
- Represents Nine Circles' professionally and competently

Performance Standards and Measures

Performance Assessments are scheduled within the first six months of start date. A second Performance Assessment is completed at the one-year anniversary date, after which they will occur every second year or as warranted by performance.

Salary and Benefits

The position is classified as Group 42, on the MAHCP salary scale. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

This position is covered by the Collective Agreement between MAHCP and Nine Circles Community Health Centre. The Collective Agreement governs pay scales, benefits, arbitration, termination and other terms of employment. Union membership is required.