



# EAST VALLEY ADULT RESOURCES

## **AmeriCorps Position Description Community Health Education Assistant**

**Job Title:** Community Health Education Assistant

**Service Location:** East Valley Adult Resources, 247 N. McDonald, Mesa, AZ 85201

**Department:** East Valley Adult Resources – Outreach / Social Services

**Supervisor:** Director of Social Services

**Schedule:** Average 18-20 hours per week, with specific schedule to be developed subject to needs of the program.

**Service Commitment:** Must complete 950 service hours

**Service Term:** September 1, 2019 to August 31, 2020

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**Agency Summary:** East Valley Adult Resources (EVAR) has been dedicated to empowering and supporting older adults and their families to remain independent and engaged in our community since 1979. EVAR provides a full continuum of programs and services, with core programs that include: Center-Based Services at two Active Adult Centers (senior nutrition congregate meals, health and wellness support, education programs, and social activities); Meals on Wheels (daily hot, nutritious meal delivery and wellness checks for homebound older and disabled adults), In-Home Support (Assistance for Independent Living Volunteer Services matches isolated homebound older adults with volunteers for essential transportation, grocery shopping, friendly visits and related supports; Home Care provides non-medical respite, personal care, and homemaking services through trained home care aides); and Outreach / Social Services (assistance in navigating and accessing needed social services, benefits and health resources). The overarching intended outcome for older adult participants is to maintain independence, preserve dignity and enhance quality of life.

**Job Description:** Within the scope of the organization's mission and as part of the Outreach Social Services Core Program Team, the Community Health Education Assistant is responsible for planning, coordinating and conducting health promotion classes at EVAR's centers and other East Valley community locations.

### **Essential Duties/ Responsibilities:**

- Complete training to become knowledgeable about Outreach / Social Services and the full array of EVAR's programs.
- Complete training to be certified to teach the evidence-based Chronic Disease Self-Management Program (CDSMP). The cost of training will be paid by EVAR.
- Identify and recruit community locations to schedule CDSMP classes, in alignment with EVAR's plans and goals and in coordination with other team members who will co-facilitate.
- Conduct outreach and marketing to recruit class participants, individually following-up with identified prospective participants to ensure full class series.
- Co-facilitate CDSMP classes for older adults in alignment with curriculum and training requirements. Collect intake information and disseminate surveys to participants to evaluate the program.
- Assist the Program Team in identifying additional healthy aging /community health education topics of interest to older adults, which may include nutrition, diabetes, arthritis, etc. Research validated curriculum and training options. Conduct additional healthy aging education sessions as identified.

- Maintain accurate records of class participants and service reports in accordance with EVAR procedures.
- Assist with other Outreach / Social Services Program activities as needed and appropriately assigned, which may include, but are not limited to: representing EVAR at community health fairs and expos, promoting Benefits Checkup® opportunities, connecting CDSMP participants with other agency and community resources, and assisting with monthly Community Food Share service.
- Ensure that EVAR's policies, standards and decisions are implemented and maintained in service provision.

**Education/Experience/Qualifications:** Two to four years of work experience in social services, community health, education or a related field. Sensitivity to the needs of older adults.

- Demonstrated effective written and oral communication skills. Ability to provide oral presentations. Effective computer skills using Microsoft Word and Outlook platforms.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work with diverse community members.
- Knowledge of community resources, general knowledge of safety and health issues of older adults.
- Ability to work independently and proactively with participants.
- Flexibility to work special activities or events as assigned.
- Valid Arizona Driver's License and automobile liability insurance coverage; use of personal vehicle for performance of some job functions.
- Preference will be given to candidates who are 55 years of age or older
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Member must successfully pass a background check
- Ability to obtain/maintain a Level 1 Fingerprint Clearance Card

**East Valley Adult Resources and Mesa United Way are equal employment opportunity employers and seek to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristics protected by law.**