

JOB DESCRIPTION

Title: Health Education Assistant I

Job Summary: Under the direction of the immediate supervisor and within established protocols in that area of operation, this person will assist in implementation of nutrition and health education plans, promote health services information and materials, may organize group presentations, provide counseling as instructed/ required and perform similar tasks as needed.

Job Duties: Nutrition Education:

- 1 Provides education materials, referral information (related to nutrition) to pregnant patients during their initial visit.
- 2 May provide nutrition counseling as per established protocols and instruction during their initial visit in the absence of the Nutritionist.
- 3 Performs documentation as necessary for any patient contact performed.
- 4 Assists with the preparation and obtaining nutrition education materials and information as instructed.
- 5 Shall perform chart reviews to ensure complete and accurate nutrition education and documentation, in accordance with established procedures or as instructed.
- 6 Shall follow-up high risk patients necessitating additional contact.

Job Description
Health Education Promotion Assistant I
Page Two

- 7 Performs system/audits to identify patients with specific disease processes (i.e. hypertension, diabetes, etc.) – in order to target high risk individuals for interventions if necessary, as directed and per established protocols.
- 8 Checks inventory of educational materials available and reorders materials as needed.
- 9 Under the general direction and established protocols and

procedures, performs group educational programs offering general information re: major disease processes with a nutrition component.

Health Education:

- 1 Coordinate variety of health services information and materials through one on one as well as group presentations and audio-visual materials as required and in accordance with established policies.
- 2 Assist in preparation and translates bilingual information for public information and education.
- 3 Coordinate special health education campaigns, i.e., family planning, venereal disease, heart disease, etc., within the site area.
- 4 Assist with health education and promotion activities in public schools and community-based organizations through knowledge of information and direction from medical/dental providers in accordance with established policies and procedures in that area.
- 5 Schedules community outreach clinics in coordination with the medical/dental providers.
- 6 Interpret and translate for patients and serve as an advocate and facilitator to obtain health care and social services.
- 7 Responsible for collection of data, surveys, evaluations, documentation of activities for reporting requirements, in accordance with contractual agreements and policies and procedures.

- 8 Follow up as required to assure that patient receives services in accordance with established procedures and such is documented in the patient chart and prepare data as required for reporting to funding agencies.

9 Other related duties.

(10) Promotes and believes in NHSI mission statement “Health for All”.

(11) Ability to relate to the public regardless of ethnic, religion and economic status.

Qualifications, Education and Experience:

- 1 Must be a graduate of high school or equivalent certification with at least three (3) years of experience in similar work or counseling work in a community outreach program. Other medical training or experience and other certification may be evaluated on a case by case basis.
- 2 Knowledge of and sensitivity to community and cultural groups.
- 3 Interest in promoting positive behavior change and the ability to relate health issues to patients
- 4 Must have thorough education, training or experience in the basics of medical terminology.
- 5 Must be bilingual in English/Spanish.
- 6 Ability to work with clinical staff as well as all other center employees.
- 7 Ability to learn about patients and their problems.
- 8 Commitment to the concepts of preventative health care program and team approach to health care delivery.

Job Description
Health Education Assistant I
Page Four

- 9 Other medical training or experience and other certification may be evaluated on a case by case basis.

Responsible to: Associate Director Disease Management

Classification: Full or Part Time Position, Non-exempt

Approved By: _____

Date: _____