



PROJECT COORDINATOR/HEALTH EDUCATOR

POSITION SUMMARY:

The Project Coordinator/Health Educator position is an integral part of Teen Parent Connection's community-based Prevention Program, which delivers fact-based sexual health education. Presentations are delivered throughout the DuPage County area in a variety of settings, including middle and high school health classes, substance use treatment centers, youth correctional facilities, and other community-based sites. This position is a dual role and is responsible for delivering health education and other program curriculum, as well as supporting the implementation and coordination of a state grant contract focused on violence prevention with high risk youth. The program model utilizes a social-emotional learning framework to address sexual violence, dating and intimate partner violence, gender roles, bullying and harassment, and sexual risk taking behaviors. The Project Coordinator/Health Educator also delivers parenting education to high-risk pregnant and parenting youth in institutional systems of care. This is a grant funded position, and is full time non-exempt.

JOB RELATIONSHIPS:

- Reports directly to the Prevention Program Manager.
- Participates in all agency staff meetings, team meetings, and other meetings as assigned.

ESSENTIAL FUNCTIONS:

- Deliver health education presentations to high school and middle school students on the topics of teen pregnancy prevention, sexually transmitted infection prevention, and responsible decision-making.
- Deliver Family Planning Education to young parents in TPC programming.
- Assist in collecting and analyzing program evaluation data.
- Facilitate Parent Night Workshops for scheduled schools as needed.
- Provide support to participants in reentry process; identify needs and provide referrals to additional community resources, including health care and other basic necessities.
- Support parenting adolescents in their ability to problem-solve and advocate for themselves and their children.
- Maintain written documentation of all activities and contact with, and made on behalf of, participants.
- Suggest, lead, and model parent-child activities.
- Community education as necessary.
- Complete all appropriate trainings as required.
- Maintain a positive relationship with partner site staff and community members.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience and/or training in working with youth, justice involved youth, and/or in community health settings preferred.
- Experience and knowledge of implementation and/or coordination of state and federal grant contracts is a plus.
- Preferred familiarity with DuPage County.
- Ability to work flexible hours, some evenings as necessary.
- Non-judgmental, strengths-based, positive and supportive approach in work with participants, co-workers, volunteers, agency partners, and community members.
- Experience and comfort in working with individuals with varied identities, backgrounds, cultures, etc.

- Strong written and verbal communication skills.
- Strong organizational and time management skills – demonstrated ability to meet deadlines, prioritize tasks, complete documentation and reporting requirements accurately and timely.
- Ability to work independently while being a team player.
- Flexibility in delivering both in-person and virtual services across a variety of platforms – including video conferencing, phone calls, text messaging, social media, etc.
- Proficiency in Microsoft software applications (Word, Excel, Outlook, etc.)
- Must have dependable transportation and ability to travel to community partner sites primarily in, but sometimes outside of, DuPage County area. Valid driver’s license and proof of auto insurance are required.
- Demonstrated verbal and written fluency in both English and Spanish is a plus.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of settings, including office environment, participant homes, hospitals, and community based sites.

- Must be fully vaccinated against COVID-19. Reasonable accommodations will be considered on a case-by-case basis in accordance with applicable law.
- Must be able to comply with screening and testing requirements of community partner sites, including but not limited to background check(s), drug testing, COVID testing, TB testing, etc.
- Ability to drive a car (does not include transportation of clients).
- Ability to climb stairs and ambulate in and out of site locations in all weather.
- Ability to stand for extended periods of time.
- Ability to bend and reach.
- Ability to learn and communicate training and curriculum materials via written, verbal, and visual methods.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree required in areas of public health, health education, social work or related field. Equivalent work experience with target population(s) will be considered.

APPLICATION INSTRUCTIONS:

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is non-exempt hourly with a range of \$20.19 to \$21.15 per hour depending on experience and qualifications. To apply, please email letter of interest and resume to: missyc@teenparentconnection.org