



COMMUNITY ACTION OF NAPA VALLEY

encouraging self-sufficiency

Job Announcement

JOB TITLE: Bilingual Health Educator

HOURS: 1 FTE

SALARY: \$17.00 per hour

BENEFITS: Health, dental and life insurance; 401(K) plan, vacation, sick, and holiday pay.

SUMMARY: The **Bilingual Health Educator** is responsible for planning and implementing the education component of the Tobacco Education Program and presenting tobacco education information and advocacy to the Napa County community. Training will be provided.

REQUIREMENTS AND QUALIFICATIONS:

- Bilingual (English/Spanish) capability is required for both oral and written presentations/reports.
- A bachelor's degree in behavioral science or related field and two years of related experience preferred. Direct experience can be substituted for college credit.
- Computer skills – proficiency in MS Office and knowledge of on-line data base management.
- Knowledge of community based programs.
- Knowledge of leadership attributes.
- Knowledge of effective outreach techniques.
- Ability to lead a team and perform effectively as a team member.
- Ability to work with minimum supervision.
- Ability to develop and deliver oral and written presentations
- Ability to develop outreach strategies
- Ability to interact courteously and tactfully with people of diverse backgrounds and experience.
- Ability to communicate effectively in English and Spanish.
- Ability to translate and interpret English to Spanish and vice versa
- Lift up to 20 pounds

ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, emergency shelter, rental assistance, child care, meals for seniors, culinary training, tobacco education and volunteer opportunities.

HOW TO APPLY:

Visit our website at www.canv.org to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2310 Laurel Street, Suite 1, Napa, CA 94559 or E-mail to: canv@can-v.org or Fax to: (707) 253-6156. Open until filled.

CANV IS AN EQUAL OPPORTUNITY EMPLOYER

Bilingual Health Educator

The Bilingual Health Educator is responsible for planning and implementing the education component of the Tobacco Education Program and presenting tobacco education information and advocacy to the Napa County community. Training will be provided.

JOB TITLE: Bilingual Health Educator

DEPARTMENT: Tobacco Education

JOB SITE: 2310 Laurel St. Suite 1, Napa; various locations

REPORTS TO: Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide training, consultation, education, technical assistance, and other services to organizations and individuals.
2. Conduct and participate in community outreach activities.
3. Assist the Program Director with the collection of program data, the preparation of semi-annual reports and activity reports.
4. Attend meetings, trainings, conferences and other community events to represent CANV and the program as needed in the community.
5. Translate English to Spanish and vice versa orally and in writing.
6. Develop training materials such as but not limited to power point presentations and training agendas.
7. Maintain confidentiality as required by law and CANV policies.
8. Comply with established CANV policies and procedures.
9. Perform other related duties as assigned.

ABILITY TO:

- Lead a team and perform effectively as a team member.
- Work with minimum supervision
- Develop and deliver oral and written presentations
- Develop outreach strategies
- Communicate effectively in English and Spanish
- Translate and interpret English to Spanish and vice versa
- Interact courteously and tactfully with people of diverse backgrounds and interests
- Lift up to 20 pounds

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate.
- Office is located on street level.

ADDITIONAL INFORMATION:

- Must possess a valid California Driver License.
- Must have and maintain a good driving record.
- Must have access to a vehicle during work hours.
- Must maintain vehicle liability insurance.
- Must pass criminal record clearance.
- Bi-lingual (English/Spanish) required.