



Part-Time Bilingual Community Health Educator Job Description

Part-time – 30 hours a week on average, Monday-Friday, flexible schedule with periodic evenings and seldom weekends required.

Start date – Early 2022

Compensation – \$18-19 based on skills and experience

General Job Statement:

Community Health Educator will primarily be reaching out to the local Latino community in Washington County. Will collaborate closely with Casa Guadalupe’s Executive Director, medical providers, health/wellness entities and other agencies to provide programming related to our “Healthy Latinos, Healthy Futures” initiatives. Will help fulfill Casa Guadalupe’s mission to be the bridge of integration to Latinos and the communities in which they live through education and community access.

Requirements:

- Bilingual (English and Spanish)
- Any combination of 1-2 years health/social services experience and/or education
- Proficient with Microsoft Office
- Ability to work independently and as a team player
- Strong verbal and written communication and time management skills
- Detail oriented and able to manage multiple tasks simultaneously and reach deadlines
- Verifiable good driving record, reliable transportation, and proof of insurance

Desired Skills:

- Experience with English-Spanish translation/interpretation
- Cultural competence and the ability to interact with diverse populations / knowledge of Hispanic/Latino culture
- Ability to maintain the highest level of confidentiality
- Flexibility

Key Responsibilities:

- Promote health and wellness by providing culturally appropriate health information and education programs to clients.
- Collaborate with health partners to offer multiple Covid-19 vaccination clinics in 2022 and promote to clients.
- Contact, educate, empower, and motivate clients to maintain wellness, and prevent and manage chronic conditions.
- Provide support and assistance to health fairs, focus groups, and other health related activities in West Bend, Hartford and throughout Washington County. Expand community-based partnerships, build relationships, and interact with local health and social service providers.
- Identify individual and community needs: conduct interviews, identify barriers to health, and assist in coordination and implementation of appropriate strategies.

**Employee to be hired “at will”, with a 90 day probationary period.*

- Help contribute quarterly reports for Froedtert in collaboration with Casa Guadalupe's Bilingual Resource Advocate. Froedtert is the primary funder of these positions.
- All other duties as assigned by Exec Director when required for the smooth operation of the organization.

Benefits include paid mileage and access to additional benefits (short-term and long-term disability, cancer protections, etc.) through Aflac.

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