



JOB DESCRIPTION

Position: Health Educator

Department: Direct Services - Senior Services

Reports To: Erik Estrada, Program Manager Health & Wellness Program, FLSA

Status: Full-time | Part-time; Non-exempt

Work Location: Tri-Valley

JOB SUMMARY

Reports to the Health Education Manager and implements evidence-based Fall Prevention and Finding Wellness programs throughout Alameda County to address fall risk factors and substance use prevention in the older adult population.

ESSENTIAL DUTIES

- Prepare and present fitness and nutrition-based classes including:
 - Planning gentle exercise programs with music.
 - Teaching correct form for exercise.
 - Preparing health and wellness education lesson plans and handouts.
- Collect and maintain program data including attendance records, release of liability, and other necessary documentation.
- Preparing and submitting necessary monthly reports on time.
- Coordinating with other agencies and institutions as needed.
- Perform other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Kinesiology or related degree and/or strong nutrition background is desired
- Experience in preparing and teaching health education classes.
- Experience in working with the older adult population.
- Excellent verbal and written communication skills .
- Ability to interact effectively with persons of all backgrounds.
- Must possess current legal US working status.

SPECIAL REQUIREMENTS

Must be able to produce a clean CA Driver's License and evidence of insurance coverage. Driving your personal vehicle for business purposes is a requirement of the position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform these functions.

- Regularly sitting for prolonged periods of time.
- Regularly operate a computer and other office productivity machinery (i.e. calculator, copy machine, and computer printer).
- Regularly communicate and must be able to exchange accurate information.
- Regularly walk, bend, stoop, use hands to finger, handle or feel, and reach with hands and arms.
- Occasionally lift and/or move up to 25 pounds.
- Stairs may be needed to access some areas.
- Frequent meetings outside the office, including during the evening and on weekends.
- Able to drive to off-site meetings, appointments and/or run errands.

WORK ENVIRONMENT

This job is a fast-paced position that includes a high volume of individual and family contact, collaboration with various community agencies, as well as computer entry and tracking and requires cultural/racial diversity and sensitivity. The work is conducted in a work environment that could include shared work spaces, various amounts of noise levels and exposure to unusual elements including extreme temperatures, smoke, dust, or other unpleasant odors while visiting other sites. This position may have contact with a wide range of volunteers, patrons, partners, vendors, city leaders and participants.

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This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description including all the physical demands, and I certify that I am qualified and able to perform the job as described herein. I understand that if I provide misleading information as to my experience, qualifications and/or abilities to perform the job as outlined herein, that I may be discharged.

Employee's Printed Name

Employee's Signature

Date

Manager's Printed Name

Manager's Signature

Date