

Health Educator- Latino Community Development Agency

The Latino Community Development Agency (LCDA) is actively looking for a hard-working, creative, and dedicated individual to join our Latinos M-POWER Tobacco Prevention and Wellness Program.

DESCRIPTION OF DUTIES:

Under the supervision of the Director of the Treatment Programs, the Health Educator for the Latinos M-POWER Tobacco Prevention and Wellness Program is responsible for the outreach and educational aspect of the program and works alongside the Latinos M-POWER State Coordinator to ensure all administrative and grant requirements are fulfilled.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Responsible for providing programmatic support and assistance to the State Coordinator in the development of the program's action plan.
2. Attends meetings and communicates any issues pertaining to program.
3. Attends and supports regular meetings of the Latinos M-POWER Community Advisory Group.
4. Work with the Latinos M-POWER Program Coordinator to ensure that there is effective communication among Latinos M-POWER Program members and provide members with training and technical assistance in building capacity in their respective counties as well as in the implementation of the adopted strategic plan and project.
5. Participates in organizing state and local events on tobacco and/or cultural competency issues.
6. Represents agency and/or program in many community events, fairs, etc.
7. Participates in community forums and committees related to the purpose of the project.
8. Work with the Latinos M-POWER Program Coordinator to prepare monthly, yearly, and site visit reports for the LCDA and the Oklahoma State Department of Health.
9. Will engage in ongoing learning and attend professional development seminars, conferences and other related events.
10. Participate in the development of strategic planning and program focus.
11. Duties may change to fit the needs of the agency.

SPECIAL REQUIREMENTS:

1. Associate or Bachelor's degree in Health Promotion or related field or three years of related work experience or a combination of education and work experience.
2. Bicultural and bilingual (Spanish/ English).
3. Ability to work evenings and/or weekends as needed.
4. Ability to travel to Tulsa and other cities as needed.

5. Ability to travel out of state occasionally for national conferences and other professional development events.
6. High degree of creativity, ingenuity, and motivation.
7. Ability to operate a computer and basic office equipment.
8. Knowledge of business procedures.
9. Ability to establish and maintain effective working relationships with community, employees and partner organizations.
10. Must be well organized and detail oriented.

ENVIRONMENTAL/ WORKING CONDITIONS: Normal office environment. Probability of criminal records checks and/or security screening. Applicants will be informed that such inquiries are likely to be completed after entry on duty and that rejections by the background agency could result in removal from the LCDA.

PHYSICAL DEMANDS: Requires sitting and standing associated with normal office environment. Some lifting, pushing, and pulling may be required. Manual dexterity needed for using a computer keyboard. Responsibilities, skills, and working conditions may change as needs evolve.

PROGRAM DESCRIPTION:

The Latinos M-POWER Program at the Latino Community Development Agency is a statewide program with emphasis in the counties of Oklahoma and Tulsa, working to engage the Hispanic community in education and awareness of the dangers of tobacco use and the promotion of healthy living through physical activity.

The program works diligently with local businesses and organizations to promote healthy environments through the implementation of physical activity and tobacco-free policies. Program staff also participates in massive-scale community events and activities to educate and promote tobacco-free living and offer quitting assistance through the Oklahoma Tobacco Helpline. As part of the strategic plan staff provides presentations, question and answer activities and distribution of tobacco prevention and physical activity literature and promotional materials in churches, businesses and organizations across the state.

The Latinos M-POWER program is constantly in touch with the targeted communities through a Community Advisory Group formed by community leaders and advocates who support the creation and implementation of the Latinos M-POWER strategic plan and promote grassroots support for tobacco prevention and promotion of physical activity initiatives.

Goals

- To create awareness about tobacco prevention and decrease tobacco consumption among the Latino community in Oklahoma.
- To engage business owners and organizations in the passing of physical activity and tobacco-free policies in order to reduce the exposure to second hand smoking and promote physical activity creating a healthier workforce.

- To increase the number of tobacco control technical assistance to businesses, organizations and events within the Hispanic community.
- To increase the number of users receiving quitting assistance through the Oklahoma Tobacco Helpline.
- To promote the Certified Healthy Oklahoma initiative among businesses and organizations in targeted communities.
- To increase the number of community based providers such as medical clinics who deliver culturally and linguistically appropriate warnings to their clients who use tobacco and refer users to the Oklahoma Tobacco Helpline.
- To create initiatives and community-wide challenges promoting physical activity while empowering community members to become wellness champions.