

TITLE: Health Education Coordinator

QUALIFICATIONS:

Education/Training: Ideal candidate would have a nursing degree or degree in another health care profession. Strong experience level in education and a health care field will be considered.

Experience: Public speaking, program planning and working with senior populations preferred. Certification to train staff in CPR/AED highly desirable.

REPORTS TO: Director of Education and Outreach

JOB GOAL: Coordinate health education, care partner, and evidence-based classes, health clinics, train staff in CPR/AED, and other programs as needed.

PERFORMANCE RESPONSIBILITIES (approximately 18 hours a week)

1. Plan, prepare and lead medical health related and care partner classes, evidence-based programs and other education programs at Centers and in the community.
 - a. Work with Director of Education to develop training calendar.
 - b. Implementation of programs: speakers, space, supplies, handouts, tech, etc.
2. Facilitate Classes: speakers, space, supplies, handouts, etc.
3. Receive training in, and co-lead Evidence-Based programs as coach or facilitator as needed. Possible programs include: Diabetes SMP, Chronic Pain SMP, Matter of Balance, and Powerful Tools for Caregivers.
4. Offer CPR/AED certification trainings to appropriate Senior Services staff. If not qualified, be prepared to get the certification needed to do so.
5. Clinics
 - a. Flu Clinics
 - 1) Coordinate and attend all flu clinics at least once a year.
 - 2) Coordinate other vaccination clinics as needed.
 - b. Coordinate Blood Pressure Clinics
 - 1) Maintain list of BP nurses and manage schedules and communication.
 - 2) Provide reminder calls to each nurse within 1-2 days before their clinic.
 - 3) Contact all centers for needs.
 - 4) Review and record monthly BP results.
 - 5) Be prepared to find a sub or fill in if a volunteer nurse calls in sick.
 - 6) Call clients for follow-up as needed.
 - c. Other duties as assigned.

Reviewed and Agreed to by: _____ Date: _____



SENIOR SERVICES
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Reviewed and Agreed to by: _____ Date: _____

Effective: 11/21/13
Revised: 08/07/18