



Native American Community Services of Erie & Niagara Counties, Inc.

MICHAEL N. MARTIN, EXECUTIVE DIRECTOR

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1522 Main Street ● Niagara Falls, NY 14305 ● (716) 299-0914 ● Fax (716) 299-0903
76 West Avenue ● Lockport, NY 14094 ● (716) 302-3035

POSITION AVAILABLE

Equal Opportunity Employer

Posting Date: November 2017
Position: Type: **Health Education Supervisor**
Hours: FT (forty (40) hours weekly) / Hourly / Non-Exempt
Salary: Non-Traditional (evenings, weekends)
Office: \$17.00 hourly
Close: Erie & Niagara Counties
When filled

Summary

Comprehensive Adolescent Pregnancy Prevention program provides evidence-based sexuality education to youth and community. This position supervises a team of 4-6 Health Educators who give presentations, outreach, recruitment, and engage participants. Must be comfortable in front of an audience in a classroom setting discussing sensitive material. Must be available to work some evenings and weekends.

Duties / Tasks include:

- Oversee all project activities including planning, implementation, and monitoring
- Is the principal representative of the Program
- Provide orientation and on-going training needs
- Observe team members' on-site program delivery and offer professional development critique
- Hold regularly scheduled supervisory meetings
- Seek out and identify venues for delivery of evidence based programming
- Deliver all manner of support to team & Program
- Establish relationships w/ other providers
- Develop referral mechanisms
- Maintain best practices
- Ensure compliance with all mandates relevant to the Program
- Adhere to all legal, ethical, and professional practice standards
- Follow through with commitments including meeting established timelines
- Prepare any paperwork and reports on time

*Qualifications:

- Bachelor's degree in Health Education or related
- Adept in matters concerning family planning, reproductive health, alcohol & substance abuse, and related health issues
- Classroom management skills +
- Three (3) years' work experience w/ at-risk youth+
- Certified CPR & First Aid training
- Computer savvy
- Outgoing, upbeat, able to get things done
- Familiarity with the local Native American community
- Knowledge of community services and linkages
- Able to abide by a smoke-free policy
- Working knowledge of MS Office
- Capable of lifting at least 35 lbs.
- Clean valid NYS driver's license w/ own transportation & auto insurance 100/300k
- Acceptable outcome of background investigations
- *All hires at the discretion of the Executive Director

For Consideration: Send Cover AND Resume ● **Email (only):** ccaulder@nacswny.org ● **Subject:** HES 2017

