

Health Educator

Job Family Description - HEALTH SERVICES – Reports to: Community Outreach Director

This KCHC job family provides support to the organization's Community Outreach activities, and will be an active, valued member of the Team. Jobs in this family maintain the highest confidentiality in regards to patients records and utilizes a team based approach. To perform this job successfully, an individual must be able to perform the duties listed below satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- ▶ High School Diploma . Experience and/or training in clinical settings preferred. Administrative support experience preferred. Satisfactory professional references.
- ▶ Experience: 1-3 years of clinical/professional experience
- ▶ Valid NC Driver License
- ▶ Acceptable Driving Record

**Work Level/
Administration**

Duties

- Responsible for accurately completing mileage logs, patient assessments, and other record keeping.
- Sets up and breaks down event props, and works at events including evenings and weekends
- Interprets and translates/speaks Spanish regularly for clinic operations/events.
- Adheres to a flexible evening schedule that may include weekends, performing home visits and labor camp visits; is trained to successfully complete a health assessment and deliver required education.
- Regularly, no less than every other day, turns in health assessment for billing, scanning, and entry into the EHR.
- Initiates the patient registration process and correctly completes associated forms, and gathers required documents.
- Explains all appropriate resources for assistance including 340B, PAP, ICOR, DSS, LCTS ridership, DSS Medicaid transportation vouchers, WIC and appointment-based care (PCMH) as opposed to the acute walk-in care; Educates patients to comply with all center requirements for care.
- Follows protocols and utilizes sound judgements to appropriately respond to requests for services. This may include facilitating the scheduling, documenting outcomes, and notifying the patient of the pending appointment.
- Regularly communicates with patients, staff, and community organizations.
- Provides blood pressure checks, blood sugar checks, and performs other simple clinical measurements.
- Provides transportation using a company vehicle, for patients upon request. Follows all transportation policies.
- Demonstrates strong customer service skills, and works to facilitate the completion of department goals daily.
- Organized, and able to prioritize with the understanding that flexibility is often necessary to meet the needs of patients, providers, and staff.
- Participates in professional development opportunities.
- Works without direct supervision; adheres to company policies and notifies the Director immediately of barriers to implementing the job as outlined.
- Communicates regularly with collaborators according to MOU, contractual, and HIPAA guidelines
- Understands that possessing a driver license and a clean driving record/ability to be insured as a company driver is a condition of employment.
- Maintains a professional appearance, demeanor, and dedication to service.
- Successfully passes random drug tests and background checks.
- Adheres to all federal regulations regarding HIPAA as well as KCHC employee policies.
- Completes all other duties as assigned.

Health Educator, cont'd

Knowledge, Skills, & Abilities	Core Competencies
<ul style="list-style-type: none"> ▶ Demonstrates concern for the rights, privacy and confidentiality of patients and staff. ▶ Understands the urgency of providers and patients' needs and responds quickly. ▶ Communicates with patients/families/staff in a courteous and respectful manner both verbally and in writing. ▶ Demonstrates effective communication recognizing diversity among age groups, cultures, and educational levels. ▶ Prioritizes work activities to achieve maximum efficiency. ▶ Adheres to all applicable center and departmental rules, policies and procedures. ▶ Participates fully in KCHC compliance strategies. ▶ Participates in in-services, staff development, and meetings. <p>SUPERVISORY RESPONSIBILITIES</p> <p>None</p>	<ul style="list-style-type: none"> ▶ 1. Communication ▶ 2. Judgment/Decision Making ▶ 3. Accountability & Self-Management <ul style="list-style-type: none"> – Has full responsibility for interpreting, organizing, and executing assignments. ▶ 4. Supervision <ul style="list-style-type: none"> – Receives direction typically related to complex projects/situations. ▶ 5. Problem-Solving & Analysis <ul style="list-style-type: none"> – Is generally expected to interpret and apply institutional policies, manage resources and initiate actions to achieve broadly defined objectives. <p><i>I certify that I have read the entire job description and understand the duties of this position.</i></p> <p>Employee Signature: _____ Date _____</p>

*** The statements described in this job description is the general nature and level of work being performed by individuals as signed to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*