

SIXTEENTH STREET COMMUNITY HEALTH CENTERS

POSITION: ENVIRONMENTAL HEALTH EDUCATOR
PAY GRADE: 5.5

LOCATION: SSCHC
DEPT: ENVIRONMENTAL HEALTH

GENERAL STATEMENT OF DUTIES:

This position will develop and deliver environmental health education programming in support of the Department of Environmental Health's Sustainable Development Program. Current areas of focus include the Kinnickinnic River Corridor and the Harbor District, with potential to engage in other areas of Milwaukee's south side.

JOB RESPONSIBILITIES:

1. Support SSCHC's Sustainable Development Program by refining and implementing environmental health education programming consistent with funder expectations. Responsibilities will include:
 - Identification and development of new opportunities and venues to deliver educational information and programming to communities served by SSCHC
 - Recruitment of new participants (individuals and groups) to be engaged in environmental health education programming activities
 - Development and delivery of information regarding complex environmental conditions, to the general public, key public and private sector organizations and SSCHC's client population,
 - Coordination of outdoor educational/recreational activities with diverse client groups that promote community stewardship of Milwaukee's south side
 - Assist in the coordination and implementation of environmental restoration projects
 - Collection and maintenance of data used to evaluate program effectiveness
2. Collaborate with other staff, project partners and advisory groups to advance the objectives of the Sustainable Development Program
3. Cultivate and maintain relationships with key public, private and nonprofit sector individuals and groups who support urban environmental programs
4. Identify and develop grant proposals for new project opportunities and report out on project successes
5. Make presentations to agency staff and community groups as needed
6. Participate in the Department's public information dissemination through media events, written publications and oral presentations
7. Perform other departmental duties and responsibilities as needed and under the direction and supervision of the Department's Director of Environmental Health

QUALIFICATIONS:

1. Excellent oral and written communications skills; bilingual (English/Spanish) communication skills required
2. Bachelor's Degree in a health, education, environmental science or related field
3. Experience designing or delivering health and/or environmental education programs
4. Demonstrated ability to develop and deliver formal and informal education to individuals and groups
5. Ability to relate well to people of various ages and from diverse ethnic and cultural backgrounds
6. Working knowledge of the social and cultural factors associated with the delivery of health care and social services in a culturally diverse community
7. Available to facilitate some evening and weekend activities and events
8. Proficiency with Microsoft Office (Word, Excel, PowerPoint) required

9. Ability to maintain a valid Wisconsin driver's license, regular use of a car, current auto insurance and ability to travel to community events located in the Milwaukee area

MENTAL AND PHYSICAL REQUIREMENTS:

Position required manual dexterity for operating standard office equipment. Must be able to operate video display terminal equipment and sit for long periods of time. The employee is frequently required to stand, walk and reach with hands and arms. Good hearing is necessary to receive detailed information through oral communication. Visual acuity is needed to verify accuracy of written materials. Must have ability to work successfully under stressful conditions, and must be capable of adapting to varying workloads and work assignments on a regular basis. Must be physically capable of leading outdoor educational and recreational activities, including but not limited to nature walks, fishing, and canoeing and strenuous river clean-ups.

WORKING CONDITIONS:

Must understand and accept the possibility of exposure to indoor and outdoor environmental conditions and hazards such as communicable diseases, noise, blood, blood borne diseases, physical injury and verbal abuse from an out of control patient or client.. Must be able to comply with CDC Universal Precautions when indicated. The employee must be able to comply with the Sixteenth Street Community Health Center TB Control Plan including PPD skin testing as required. Exposure to varying and extreme weather conditions while conducting various activities. Occasional evening and weekend hours are necessary.

LINES OF SUPERVISION:

The Environmental Health Educator reports to the Director of Environmental Health.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job class. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals

Name and Title of Supervisor Date

Vice President of Human Resources Date

Employee Signature Date