



## JOB DESCRIPTION

<b>Job Title:</b>	Health Educator
<b>Organization:</b>	Asian American Recovery Services, Inc. (AARS, Inc.)
<b>Program:</b>	Project Connect Three
<b>Location:</b>	South San Francisco
<b>Reports to:</b>	Program Manager & Clinical Supervisor
<b>Classification:</b>	Regular, Part-time, Non-Exempt
<b>Salary Range:</b>	\$34,000 - \$38,000 p.a.

**Description:** The purpose of Asian American Recovery Services, Inc. (AARS) is to reduce the impact of substance abuse in the Asian and Pacific Islander and other affected communities of the San Francisco Bay Area. We accomplish this by providing prevention, outreach, intervention and treatment services, as well as, engaging in education, research and advocacy. Over the years, AARS has become to be an innovative co-occurring disorders prevention, intervention, treatment and research agency.

**Project Connect Three** is a year-long grant funded by Kaiser to increase awareness of alcohol and other drugs and mental health issues in two middle schools.

The Health Educator works closely with our school-based counseling program (Project Grow) in implementing effective school-wide activities to provide education to youth, school staff, and parents to reduce the incidences of alcohol and other drug use and mental health issues.

This position is funded until June 30, 2014, and may be extended pending further funding.

### **Primary Duties and Responsibilities (other duties may be assigned):**

- Assists the Program Manager and Clinical Supervisor in developing and implementing project services to meet or exceed all proposed goals and objectives;
- Completes and submits all required project reports;
- In conjunction with the Program Manager/Clinical Supervisor, works with the counseling program staff, to develop work plan and strategies with specific goals and objectives;
- Develops informational handouts, resources, skills building group curriculum;
- Facilitates youth groups;
- Facilitates prevention education services, school-wide activities and presentations (for school staff and the parents) as needed;
- Maintains confidential administrative records, files, and other sensitive information as required;
- Establishes and maintains effective working relationships with schools, partner organizations and individuals;
- Attends all meetings, trainings, collaborative efforts and other project and agency-related functions as required;
- Travel off site and attend meetings and conferences as required.

### **Required Qualifications:**

- Knowledge and experience in public health, environmental prevention strategies, theories of health promotion, youth development, developmental assets, strength based approaches, and/or social work competencies;
- Bachelor's degree from an accredited college (see preferred qualifications);

- Previous experience in community organizing with understanding of government grants and contracts, including experience in report generation;
- Skilled in building consensus and fostering productive collaborative efforts;
- Knowledge and experience in group facilitation processes;
- Knowledge and/or experience in public policy advocacy and change process;
- Experience in data management and record-keeping for reporting purposes;
- Ability to lead and coordinate with other staff and community partners as needed;
- Ability to maintain a flexible work schedule that will include some evening and weekend work;
- Ability and willingness to travel as required by the essential job duties and responsibilities;
- Ability and willingness to provide support to other agency programs as needed;
- Ability to maintain strict confidentiality and handle information with tact and diplomacy.

**Preferred Qualifications:**

- Two years experience providing health or human services for A/PI (Asian/Pacific Islander) and/or Latino/a communities, preferably including environmental prevention strategies, substance abuse prevention or recovery services;
- Prefer BS/BA degree in Behavioral or Health Science, or Master's Degree in a Behavioral Science studies from an accredited college;
- Understanding of immigrant, youth A/PI and Latino cultural issues and dynamics in diverse A/PI communities;
- Understanding and practice in cultural competency;
- Familiarity working with A/PI communities, and other communities of color;
- Understanding of social services, mental health and substance abuse services systems;
- Familiarity with the criminal justice and educational system in northern San Mateo County;
- Bilingual/Bicultural in any Asian language, or Spanish;
- Previous experience in the non-profit sector.

**Application Deadline:** Position will remain open until filled. Send resume and letter of interest to:

AARS, Inc.  
 Attn: Program Manager  
 1115 Mission Road  
 So. San Francisco, CA 94080

Or E-mail to: [smaarsjobs@aars.org](mailto:smaarsjobs@aars.org) (preferred)

Or Fax to (650) 243-4851

*Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.*

*AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.*