

PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE

JOB TITLE: Health Education Specialist
DEPARTMENT: Program Services
REPORTS TO: Technical Assistance and Education Manager
FLSA STATUS: Full-time; Non-Exempt
APPROVED BY: Human Resources

STATEMENT OF RESPONSIBILITY FOR STAFF

At PCADV, we embrace diversity and our collective strength. We believe in creating a community where systems support all so everyone can thrive. PCADV is committed to actively growing and developing in the areas of diversity, equity, and inclusion for all who serve within the organization. We are passionate about building and sustaining an inclusive and equitable working and learning environments for all employees. To sustain a culture of accountability to BDJ, every PCADV employee is responsible for the following behaviors and values:

- Accountability - we improve our organizational culture by engaging in healthy and constructive feedback behaviors
- Celebrate - we acknowledge and celebrate our diversity through active understanding and respect. Everyone associated with PCADV is expected to engage in allyship behaviors, make connections, challenge stereotypes, and address incidents of unconscious bias
- Engage - we engage each other by providing tools for success, get to know others, allow others to grow, recognize the efforts of others, encourage teamwork through reciprocity with acts of kindness. We center relationship building in our work as colleagues.
- Identifying challenges and problem solving - we identify gaps in communication, foster an environment of open and direct communication without repercussion, allow others to be and feel heard, define boundaries for awareness and safety and seek solutions to problems big and small.
- Discovering - we commit to process discovery by highlighting opportunities, finding information, and measuring outcomes of organizational and team goals.

POSITION SUMMARY

The Health Education Specialist is responsible to support and enhance the capacity of PCADV staff via the coordination and administration of projects related to a variety of health programs to include but not limited to physical health, behavioral health and systems advocacy throughout healthcare networks in Pennsylvania. The Health Education Specialist will also coordinate statewide efforts to train advocates and other professionals on the complexities of domestic violence as it relates to physical, mental, and behavioral health as well as any other trauma related health issues; to analyze and make recommendations for improving public and administrative policy; to act as a resource person for public agencies, PCADV subcontractors, substance abuse programs, and mental health providers.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

- Work collaboratively with the PA Department of Health and other interested parties in developing statewide resources for survivors of domestic violence that addresses protocol development, public awareness campaigns, data collection, and training of health care and behavioral health providers.
- Facilitating the development/strengthening of relationships between domestic violence and health/behavioral health agencies across PA; developing mechanisms for ongoing communication and consultation among agencies, assessing agency needs; developing and coordinating training programs, and making recommendations for improved policy and practice around domestic violence and health/behavioral health issues.
- Identify resources and information needed for effective delivery of services on health and behavioral health programs when addressing domestic violence.
- Research and write articles and reports that address domestic violence prevention/intervention, best practices, and other topics as assigned.
- Develop written materials for advocates and the health/behavioral health community including manuals, training curricula, model policies, procedures and protocols on domestic violence identification, intervention and prevention in the health settings, and other resource materials.
- Initiate, coordinate, and facilitate on-going training for domestic violence programs on issues related to domestic violence and the intersection of health, mental health, trauma, and substance abuse.
- Represent PCADV on a variety of health and/or behavioral health committees.
- Attend and participate in PCADV staff meetings and in-service trainings as directed.
- All other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in a relevant field OR a combination of relevant experience
- Proven experience leading strategic planning processes and in fostering collaboration between individuals and agencies from diverse professional fields
- Experience developing and implementing professional training programs

QUALIFICATIONS AND COMPETENCIES

- Project coordination and management skills with basic knowledge of the health and behavioral health care systems in PA
- Thorough understanding of the issues facing survivors of domestic violence who have experienced trauma and/or have mental health and/or substance abuse issues

REASONING/SOCIAL/PSYCHOLOGICAL & OTHER SKILLS & ABILITIES:

- Must possess strong organizational and analytical skills, ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to effectively deal with stressful/frustrating situations, give required information and receive complaints

- Ability to constantly meet deadlines and perform multiple assignments simultaneously
- Ability to maintain total concentration/mental focus over a protracted block of time

COMMUNICATION SKILLS:

- Excellent written and oral communication skills, ability to read, analyze and interpret general reports, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, programs, employees and the general public

COMPUTER SKILLS.

- Proficiency with computers, Macintosh preferred
- Experience working with Word, PowerPoint, Excel, and presentation software required. Experience with e-Learning/distance learning methods desirable
- Willingness to learn and apply electronic technologies

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear/listen, and utilize a telephone and computer system. The employee may frequently move and sit. Specific vision abilities required by this job include ability to adjust focus. Some overnight travel may be required.

WORK ENVIRONMENT

The work environment described here is representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is able to be performed remotely, so the work environment may vary depending on the employee's preferred working conditions.