**Position Focus:** Health Education/Promotion

**Host Site Information:**
Erie Family Health Center: HealthReach Waukegan
2323 Grand Avenue
Waukegan, IL 60085
www.eriefamilyhealth.org

**Position Location:** Same as Host Site Information Listed Above

**Primary Responsibilities:**
- Provide nutrition counseling to patients ranging from pediatrics to adults
- Host workshops on various health topics to build awareness
- Coordinate and facilitate Patient Support Group Meetings and Cooking Matters workshops
- Create newsletters and health education bulletin board displays
- Provide leadership onsite for Reach Out and Read program
- Assist with appointment adherence and patient reminders
- Educate new and existing clients on health center programs and resources
- Assist patients with enrollment in health insurance and prescription assistance programs
- Assist in community events promoting agency services
- Assist with agency volunteer coordination and training
- Participate in health fairs, awareness events, and community partnership and coalition meetings
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

**IPHA AmeriCorps Position Requirements:**
- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check, Sex Offender Registry check, and DCFS CANTS background check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver’s License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the 11 month term of service.

**Host Site Preferred Qualifications:**
- 2 years of college coursework in health or human services field. Bachelor’s degree preferred.
- Good verbal and written communication skills
- Proficient computer knowledge, skills and experience (Microsoft Office)
- Teaching or experience presenting in front of large groups of people
- Cultural competency in working with underserved populations
- Bilingual (English/Spanish) preferred, but not required

**Transportation Information:**
- Position location is accessible by public transportation.
- Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.
- Monthly/annual public transportation passes are available for Host Site activities and will be provided by the Host Site.