



HEALTH ADVOCATE — BILINGUAL

Reports to: Manager, Health Linkages Programs

Division: Student and Community Services

Our ideal candidate

You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

General description

Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Specific duties and responsibilities

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing linguistically and culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information in Spanish and English to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.



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- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are linguistically, age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations in Spanish and English
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and other groups.
- Perform other related duties as assigned.

Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate’s degree in a health-related field is desirable.



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Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

Knowledge of

- Principles and practices of health education for children, youth, and families.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

Skill in

- Presenting information in group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.
- Recognize signs and symptoms of common communicable diseases.
- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.



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Licenses and certificates

- Possession of a valid California Class C driver’s license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

Salary range 64

Series

Instructional

<i>Approved by the Personnel Commission:</i>	March 24, 2011
<i>Revised:</i>	September 26, 2019
<i>Revised:</i>	October 22, 2020
<i>Revised:</i>	May 25, 2023