

**Community Health Alliance of Pasadena (CHAP)  
Job Description**

**Title:** Health Promotion Coordinator, LVN (Full-time)

**Department:** Development

**Reports to:** Manager of Program Development and Evaluation

**FLSA Status:** Non-Exempt

**Salary Range:** \$31,720 (low) - \$35,738 (mid-point) - \$39,757 (high)

Submit resumes to: [akurdoghlian@chapcare.org](mailto:akurdoghlian@chapcare.org)

*Community Health Alliance of Pasadena (CHAP) strives to pay its workforce at the mid-level or 50% of the salary range. For new hires, we offer pay at less than the 50% mark to allow for growth. CHAP offers a generous employee benefit package. The combination of the pay and benefits results in a total compensation package in the 70% of the competitive salary range.*

**SUMMARY:**

The Health Program Coordinator, LVN is responsible for conducting health education classes on various health topics, tracking attendance in our exercise classes, and conducting community outreach to low-income minority populations. The applicant must be a pro-active team player and have the ability to build rapport with diverse patients and local partner agencies. The Health Program Coordinator, LVN should stay abreast of various health topics including cancer screening recommendations, nutrition, exercise and healthy lifestyle habits to educate patients on how to manage their chronic diseases.

**CHAP's EXPECTATIONS OF ALL EMPLOYEES**

- Adheres to all CHAP's Policies and Procedures
- Conducts self in a manner that represents CHAP's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Professional appearance and attitude
- Communicates regularly with her/his immediate supervisor about Departmental and CHAP concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conduct health education workshops (e.g. Healthy Living/Tomando Control, breast cancer prevention, STD/HIV prevention and birth control methods) and track attendance on database and electronic health record. Provide Spanish translation services for various health education workshops and counseling sessions at the clinic (e.g. Clinic Nights for Diabetes, Nutrition Counseling and Heart HELP).

2. Attend weekly exercise classes and track attendance.
3. Administer CHAP Patient Leadership Council (PLC). Facilitate monthly meetings and coordinate PLC activities.
4. Assist in the planning and development of health education curricula (e.g. breast cancer screening and prevention education, dental health, family planning services, diabetes).
5. Conduct medical and dental health education and outreach for children, youth and families at CHAP and at various community locations that serve children and families and introduce them to CHAP's services and clinics.
6. Conduct skills building training on different health topics (e.g. dental flossing and brushing, self-breast exams, family planning methods, diabetes self-management) to groups varying in size.
7. Organize and deliver breast cancer prevention education workshops to Hispanic and African American women 40 years and older (e.g. self-breast exams, clinical breast exams, mammograms, knowing your risk, healthy life style choices)
8. Conduct outreach activities such as participating in health fairs to promote CHAP's clinical and educational services, nutrition and exercise classes. Document outreach activities, number of persons reached, educational materials delivered.
9. Act as a liaison between CHAP and the target community or communities to ensure maximum involvement with community health projects and initiatives. Attend community meetings and maintain professional contacts; may include organizations/agencies, service providers, adult education providers, and youth serving agencies.
10. Administer Patient Satisfaction Survey annually.
11. Other projects as assigned to meet program and agency mission, goals and objectives.

## **QUALIFICATIONS**

**Education:** Licensed Vocational Nurse (LVN) degree required. Must maintain active LVN license and meet continuing education requirements. Specialized training in community health education and health promotion is a plus.

**Experience:** At least two (2) years experience in community health education and outreach preferred or equivalent combination of education and experience. Ability to work well with low-income families of diverse cultural and ethnic backgrounds preferred. Experience with delivering health education workshops in various health topics such as breast cancer screening and prevention, oral health, diabetes, STD and HIV/AIDS prevention preferred.

**Knowledge/Abilities:** Strong commitment to the mission, policies and goals of CHAP. Be a strong team player, self-starter with a high energy level and be proactive in accomplishing project goals. Ability to demonstrate mature judgment, initiative and critical thinking skills. Ability to maintain patient confidentiality. Accuracy and attention to detail essential. Computer skills required: Microsoft Office (Word, Powerpoint, Excel, Publisher). Many of the health education presentations are

Powerpoint presentations. Knowledge of using electronic health record is a plus. Ability to coordinate multiple projects simultaneously in a high pressure environment. Knowledgeable about local community resources and able to refer families to appropriate agencies. Must demonstrate fluency in spoken and written Spanish.

**Physical Demands/Working Conditions:**

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 may be required to drive to all CHAP facilities and partner sites as needed. Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis. Valid CA driver's license and a reliable means of transportation; proof of U.S. work eligibility is required. The employee must occasionally lift and/or move up to 25 pounds. The ability to sit for extended periods of time. Availability to work flexible hours, which may include evenings and weekends.

If interested in applying, submit cover letter and resume to:

Kathy Wong, Manager of Program Development and Evaluation  
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