



Position: TB/Refugee Health Educator

Date: 9/1/2009

Reports to: Program Director

The American Lung Association of the Upper Midwest is a voluntary health organization serving a seven state area including Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota and Wisconsin. Our mission is to save lives by improving lung health and preventing lung disease. The ALA has been fighting for the lung health of all Americans since 1904. Today, the ALA fights to reduce smoking, clean the air we breathe, and find cures for lung disease.

Position Description:

Position will function as a health educator contracted to the TB/Refugee Health Division of the Indiana State Department of Health from the ALA providing assistance to TB/Refugee Health Division staff, Regional TB Nurse Consultants, local health department public health nurses, ALA, and other partners in the area of TB prevention, control and elimination, and refugee health screening issues.

Work involves integration of public health, case management, and adult learning principles into health education interventions and materials. The health educator must be able to work independently with minimal supervision. This person will periodically meet with TB/Refugee Health Division Director and ALAUM supervisor. The health educator will meet with other TB/Refugee staff, local health departments, community agencies, and ALAUM staff as required. Quarterly progress reports must be submitted to track progress toward established goals and outcomes.

Duties and Responsibilities:

- ?? Develop a health education plan for the TB/Refugee Health Division of ISDH
- ?? Develop, and produce a comprehensive modular webinar TB case management/contact investigation educational tool for local health department nurses
- ?? Assist with the training aspects of implementation of a new web-based TB Database (SWIMMS)
- ?? Provide information to maintain the ISDH TB and Refugee website and the ISDH SharePoint site
- ?? With ISDH staff, plan and coordinate and attend the annual TB/Refugee Regional meetings
- ?? Assist the ALA staff and TB/Refugee Staff in planning and coordinating the Bi-annual TB Symposium and any refugee conferences
- ?? Assist the ALA with TST training as necessary
- ?? Service as the CDC Educational /Training Focal point for the TB Division
- ?? Attend the CDC TB ETN conference each year in Atlanta, GA
- ?? Update or assist with the updating of the ISDH TB manual
- ?? Survey local health department for educational needs regarding TB and refugee health
- ?? Perform related duties as requested
- ?? Plan and participate in exhibiting at conferences throughout the year
- ?? Evaluate health education interventions

- ?? Develop TB/Refugee Health educational materials for LHDs and physicians
- ?? Oversee and implement a LHD/physician focus groups to review new educational materials
- ?? Attend community health fairs, public education events

Qualifications:

- ?? A degree in education, preferably at the masters level in health education/promotion
- ?? Broad knowledge of health education principles as they relate to planning and evaluation.
- ?? Validated in TST
- ?? Advanced knowledge of effective communications both written and oral
- ?? Specific experience or education in working with adult learners
- ?? Thorough knowledge of Microsoft office and it's use to prepare manuals, documents, presentation materials, etc
- ?? Ability to evaluate the quality and outcomes of health education interventions
- ?? Ability to conceptualize modular training & advanced knowledge in use of webinars, blogs, etc.
- ?? Basic knowledge of TB and refugees
- ?? Ability to work as a team member
- ?? Ability to inspire, and motivate
- ?? Must conduct him/herself in a professional and dependable manner

Other Requirements

- ?? Hold valid driver's license, carry and maintain private automobile insurance. Travel throughout the state may be required.
- ?? Abstain from use of tobacco in any form.
- ?? Necessary to work evenings and weekends on an as needed basis.
- ?? Ability to lift and carry 25 lbs (event materials).

This is a grant funded position through June 2010. This description is intended to identify the kinds of tasks and levels of work difficulty being performed. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

EOE/AA

To apply send cover letter and resume to:
Human Resources
American Lung Association of the Upper Midwest
3000 Kelly Lane, Springfield, IL 62711
hr@lungum.org
217-241-3573 – fax