



## **Community Health Education Worker**

### **SUMMARY:**

The Community Health Education Worker (CHEW) performs any combination of the following instructional tasks in the classrooms, on and off campus (field trips), and all other designated places to primarily assist the elementary and intermediate (4<sup>th</sup> – 8<sup>th</sup> grade) students of Waimānalo Elementary and Intermediate School and other students in the Ko`olaupoko service area.

### **EDUCATION AND/OR EXPERIENCE**

- ❖ Associate's degree or equivalent from an accredited college or university; or
- ❖ A minimum of 3 years related experience and/or training; or
- ❖ A combination of training, education, and experience that is equivalent to one of the employment standard listed above and that provides the required knowledge and abilities to perform the essential functions of this position.

### **QUALIFICATIONS**

Individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations' may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Must have the good oral and written communication skills, and the ability to resolve problems and prepare written reports, other necessary communications in a professional manner.
- ❖ Must maintain a professional appearance and maintain willingness to serve the public.
- ❖ Must have the ability to work with diverse cultures.
- ❖ Must be able to work with clinic personnel in other departments, when appropriate.
- ❖ Must adhere to the policies and requirements of Community services.
- ❖ Positive attitude, compassionate, follow directions, work well with others, be a multi-tasked oriented person
- ❖ Interact and communicate effectively, respectfully and sensitively to visitors, patients, staff members, Board Directors, and community members in a culturally appropriate manner.
- ❖ Ability to use MS Office, use electric typewriter, facsimile machine, copier, and other standard office equipment.
- ❖ Skilled in understanding, recording, and reporting data collected for required reporting purposes
- ❖ Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- ❖ Able to be flexible, cope with stressful situations in a calm and deliberate manner
- ❖ Ability to function with little to no supervision