

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK MAYOR SHAWYN PATTERSON-HOWARD

POSITION: Health Educator
DEPARTMENT: Youth Bureau Department

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 9/10/2020

CLOSING DATE: 9/25/2020

SALARY RANGE: \$35,450.00 to \$45,450.00

RESIDENCY REQUIREMENT: None

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

**City of Mount Vernon
Department of Human Resources
1 Roosevelt Square, Room 211
Mount Vernon, New York 10550**

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS

The Mount Vernon C.A.P.P. Program is a community initiative, our mission is to develop and expand primary prevention programs aimed at decreasing the incidence of adolescent pregnancy through the establishment of a comprehensive and coordinated approach to reduce the risk of initial and repeat pregnancies, STI/STD's and HIV/AIDS rates among Mount Vernon Youth. Further, the initiative will more effectively address issues associated with adolescent parenting and racial, ethnic and geographical disparities that are related to adolescent at-risk behaviors

TYPICAL WORK ACTIVITIES (Illustrative Only)

- Develop cooperative working relationships with local community agencies, schools and community groups who work with high school and out-of-school youth in Mount Vernon.
- Recruit, supervise, and assist to train peer educators.
- Develop, promote, conduct, and evaluate education programs for Middle School and High School students on puberty, self-esteem, and healthy relationships using the evidenced-based curriculum provided by the C.A.P.P. program
- Conduct weekly workshops for students in the Mt. Vernon and New Rochelle school district, and targeted groups such as parents and LGBTQ youth.
- Coordinate outreach and community education activities in Mount Vernon to parents, clergy, and community-based organizations.
- Conduct parent programs in English/Spanish in collaboration with our community partners.
- Maintain records of program attendance and track program statistics, and evaluations. Provide weekly reports to the CAPP Director.
- Represent CAPP at community forums, networks, coalitions, task forces, events and advisory boards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Good record keeping and time management skills is required;
- Ability to work independently and cooperatively with a diverse group;
- Ability to work flexible hours including evenings and weekends;
- Valid driver's license and must have own transportation;
- Computer skills including word processing, excel & power point;
- Bilingual in Spanish is a **PREFERRED**;
- Some weekends and late evenings are required.

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred in health, education, psychology, social work, counseling, or other related areas. Minimum of (1) one-year experience in education/community outreach or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Special Note- Incumbent must be able to successfully pass a background check to be offered employment