

Community Health Worker Training Program Instructor

PD No.:PD-7477

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	New (Create a new Position Description)
Internal Team:*	ST-CSUS Stockton - 30201
Job Code/Employee Classification:*	Casual Worker <u>Job Code: 1800</u>
Classification Title:	Casual Worker
MPP Job Code:	
Position Number:	No position selected.
CSU Working Title:*	Community Health Worker Training Program Instructor
Salary Range/Grade:	1800-CASUAL WKR-Grade-0
Reports to Supervisor:	Sarah Sweitzer
Reports To:*	Dean of Stockton Campus <u>Position no: ST-10000408</u>
Campus:*	Stanislaus
Division:*	Academic Affairs
College/Program:*	Academic Affairs
Department:*	CSUS Stockton - 30201
FLSA Status:	Non-Exempt
Hiring Type:	Temporary
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Care of People (including minors) Animals and Property:	No

- Authority to commit financial resources:** No
- Access/control over cash cards and expenditure:** No
- Access/possession of master/sub-master keys:** No
- Access to controlled or hazardous substances:** No
- Access/responsibility to personal info:** No
- Control over Campus business processes:** No
- Responsibilities requiring license or other:** No
- Responsibility for use of commercial equipment:** No
- Is this a Campus Security Authority (CSA):** Yes No
- Serves a security function:** No
- Designated recipient for crime/misconduct reports:** No
- Significant responsibility for Student Activities:** No
- Significant responsibility for Campus Activities:** No

Job Summary/Basic Function:*

The Community Health Worker Instructor plays a crucial role in delivering community health worker training in the Greater San Joaquin Valley. This position involves conducting online, hybrid zoom, and in person classes required to complete the community health worker training.

Minimum Qualifications:*

- Education: Completion of a high school program, technical/vocational program, or their equivalents.
- Experience: 2 years of related experience.

Required Qualifications:

- Experience as a Community Health Worker and knowledge related to the curriculum.
- Knowledge of educational technologies and tools for course delivery.
- Familiarity with safety protocols and procedures in educational settings.
- Awareness of industry trends and developments in the relevant field.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills for participant guidance.
- Ability to collaborate effectively with colleagues and stakeholders.
- Proficiency in creating and delivering instructional materials.
- Ability to adapt to changing educational needs and technologies.
- Capacity to work independently and as part of a team.
- Critical thinking and problem-solving abilities for course evaluation and improvement.
- Attention to detail and accuracy in maintaining course materials and records.
- A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be employed with the CSU.

Preferred Qualifications:

- Experience working as a Community Health Worker.
- Certification or training in wellness education, life skills coaching, or related areas.
- Experience facilitating presentations.
- Knowledge of CPR, First Aid, and workplace safety protocols.
- Familiar with HIPPA laws and regulations

Special Conditions:

- Occasionally work evenings and weekends as needed.

License / Certification:**Supervises Employees:***

- Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
100	<ul style="list-style-type: none">• Conduct organized classes to meet course requirements.• Advise and assist participants in achieving course objectives.• Stay updated with developments in the relevant field.• Maintain control of assigned equipment, materials, and supplies.• Attend required meetings.• Participate in evaluating and revising course offerings.• Provide written course outlines and handouts to participants.• Coordinate with staff on instructional materials.• Report any health or safety concerns to the appropriate authority.	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Frequently
Crawling:	Never
Decision Making:	Frequently
Keyboarding and Mousing:	Frequently
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Occasionally
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently
Sitting:	Frequently
Standing:	Frequently
Stooping Kneeling or Squatting:	Occasionally
Walking:	Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Never
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Excessive Noise:	Occasionally
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Occasionally
Indoor (Typical office environment):	Frequently

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2

Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3

Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: