**Instructions:** Complete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources (hrclass-comp@csun.edu), and the original electronic version maintained by the department. For resources on completing this form, visit: [csun.edu/careers/position-description-process](https://www.csun.edu/careers/position-description-process) [NOTE: Form is unlocked; **Ctrl + Click** to open links.]

|  |  |
| --- | --- |
| **Date Prepared/Revised:**  | 7/8/2024 |

**A. Action Requested**

[ ]  Request a New position OR [x]  Fill a Vacant position *(Must initiate through online recruitment)*
[ ]  Initiate a Classification Review for a filled position

|  |  |
| --- | --- |
| **Requestor:** [ ]  Employee OR [ ]  MPP Administrator  | **Name:**     |

[ ]  Update an existing position description *(no review requested)*

[ ]  New Employee/Appointment acknowledgment of the position description *(no review requested)*

 *(Employee should be given full position description within one week of start date)*

**B. Current Information**

|  |  |
| --- | --- |
| **Name of current incumbent:** *(if filled)*  | **Employee ID #:**       |
|  *Or if vacant*, *name of previous incumbent*: Sharon Aronoff |
| **Classification Title:** Health Educator  | **Job Code:** 8147  | **Grade:** 1 | **Position #:** 99740831 |
| **Working Title:** *(optional*)Health Promotion Specialist | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Exempt*(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* |
| **Department ID:** 10186 | **Department Name:** Student Health Center | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)***Name:**       | **Classification Title:**       | **Working Title:**      |
| **MPP Administrator/Department Chair** *(Reports To)***Name:** Marianne Link | **Working Title:**Assistant Director, Health Promotion and Administration |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

|  |
| --- |
| **Is this a sensitive position as designated by the CSU?** [x]  Yes [ ]  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

 **C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

|  |
| --- |
| Under general direction of the Assistant Director, Health Promotion and Administration, Klotz Student Health Center (KSHC), the Health Promotion Specialist collaborates with students, faculty, and staff from various campus departments to promote student wellness and academic success through presentations and other outreach; creates, develops, implements, and evaluates Klotz Health Promotion (HP) initiatives; supports and promotes KSHC services including gender-affirming care, medication assisted abortion and immunizations; and provides one-on-one health education sessions. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

|  |  |  |
| --- | --- | --- |
| **Description of Duties**  | **% of TimeTotal = 100** | **Essential (Minimum 15%)**  |
| Serves as subject matter expert on first-year student health and wellness, and Klotz Student Health Center services.Primary responsibilities: * coordinates and delivers most U100 presentations.
* participates in campus welcome events (e.g., Colleges, departments).
* participates in most new student orientation events (e.g., NSO, Explore CSUN, Housing trainings)
 | 35 | [x]  |
| * Serves as subject matter expert in academic impact priorities (e.g., stress; sleep; alcohol, tobacco, and other drugs) and other college health issues identified by CSUN’s National College Health Assessment and other sources.
	+ Develops and delivers presentations, workshops, trainings, and outreach events based on the principles of health promotion and harm reduction.
	+ Delivers wellness presentations focused on 8 Dimensions of Wellness or similar model.
* Plans, implements, and evaluates, theory- and evidence-informed, culturally competent, Health Promotion initiatives.
* Promotes via presentations and outreach events, all KSHC services including medication assisted abortion; gender affirming care; immunizations, etc.
* Coordinates student projects.
* Provides alcohol-misuse prevention training.
* Assists with:
	+ Health Promotion events (e.g. Safe Spring Break)
	+ Materials development (e.g., flyers, social media, posters)
	+ Klotz SHC projects
* Serves as back up to other Klotz HP staff with presentations, meetings, student projects, etc.
* Works to ensure the American College Health Association’s Standards for Health Promotion in Higher Education, and the Accreditation Association for Ambulatory Health Care standards for Health Education and Health Promotion are met.
* Incorporates Clifton Strengths into work with Health Promotion team and Klotz SHC staff.
* Incorporates justice, equity, diversity, and inclusion principles into work.
* Assists with Health Promotion reports.
 | 35 | [x]  |
| Provides individual health education sessions.* Uses motivational interviewing and the transtheoretical model to educate patients to increase knowledge and skills on holistic wellness topics. Topics may include: stress management; sleep improvement; time management; healthy eating; and healthy physical activity, to increase academic success. Provides alcohol screening, brief intervention, and referral to treatment.
* Provides on- and off-campus resources to patients.
* Documents patient appointments in the electronic health record.

Assesses patient education services as appropriate. | 15 | [x]  |
| Represents KSHC/HP on committees and work groups as assigned.Advocates for health promotion and wellness initiatives/activities and environmental change strategies with campus stakeholders. | 5 | [ ]  |
| Maintains a high level of professional knowledge and skills by participating regularly in professional development (e.g., webinars, trainings, conferences as resources permit).Networks and collaborates with other college health professionals.Maintains current membership in college-health leadership organizations (e.g., NASPA, ACHA). | 5 | [ ]  |
| Performs other duties as assigned. | 5 | [ ]  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHYSICAL DEMANDS** | **Greater than****50%** | **Less than** **50%** | **N/A** |  |  | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Key Boarding and Mousing
 | [x]  | [ ]  | [ ]  |  | 1. Lifting or Carrying
 |  |  |  |
| 1. Repetitive Motion of upper extremities
 | [ ]  | [ ]  | [x]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Hearing
 | [x]  | [ ]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sight
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sitting
 | [x]  | [ ]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Standing
 | [ ]  | [x]  | [ ]  |  | 1. Pushing or Pulling
 |  |  |  |
| 1. Walking
 | [ ]  | [x]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Bending *(from waist or neck)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Climbing *(Ladders, stairs or stools)*
 | [ ]  | [ ]  | [x]  |  | 1. Up to 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Stooping, Kneeling, or Squatting
 | [ ]  | [x]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Reaching
 | [ ]  | [x]  | [ ]  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL CONDITIONS** | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Inside *(Typical office environment)*
 | [x]  | [ ]  | [ ]  |
| 2. Elevated Work *(Raised platform/scaffold)* | [ ]  | [ ]  | [x]  |
| 1. Extreme Temperature *(hot or cold)*
 | [ ]  | [x]  | [ ]  |
| 1. Outdoor
 | [ ]  | [x]  | [ ]  |
| 1. Hazards
 | [ ]  | [ ]  | [x]  |

|  |
| --- |
| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
|       |

**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

|  |  |
| --- | --- |
| **Type**  | **Purpose and Desired Results**  |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| PC | Personal Computing |
| MS Office Software | Documents, reports, spreadsheets, and calendar |
| PowerPoint Software | Presentations |
| Graphic Design Tools (e.g., Canva, Adobe Express) | Educational and marketing materials development |
| Zoom, MS Teams | Communication |
| Point n Click  | Electronic Health Record |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. a justifying duties statement must be included if a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*.* ***\*****CSU/CSUN “Required” training will be provided after starting the appointment.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* | [x]  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [ ]  | [ ]  | [x]  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) | [ ]  | [x]  | [ ]  |
| \*SHC Required Trainings (e.g., HIPAA, Bloodborne Pathogens Training) | [x]  | [ ]  | [ ]  |
| Certified Health Education Specialist (CHES) Certification | [ ]  | [x]  | [ ]  |
| Health and Wellness Coach Training | [x]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* |
| * Master's Degree in Public Health or related field preferred.
* Certified Health Education Specialist (CHES) certification preferred.
* Experience delivering individual health education/promotion services in a higher education setting preferred.
* Knowledge of traditional and emerging college student health issues (including stress; sleep; alcohol, tobacco, and other drugs; and sexual and reproductive health).
* Demonstrated ability to deliver effective, accurate, and dynamic presentations.
* Ability to work on multiple initiatives in a fast-paced environment.
* Ability to work some evenings and weekends in a 40-hour workweek.
* Ability to attend conferences, trainings and meetings, which may require overnight travel.
 |

**H. Lead or Oversight of Other Positions**  [ ]  Yes [x]  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

|  |  |  |
| --- | --- | --- |
| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

|  |
| --- |
| Section D Description of duties. Reduced the first item from 40% to 35%; increased the second section from 30% to 35%.Section G, B. To be consistent with other positions, added: * Demonstrated ability to deliver effective, accurate, and dynamic presentations.
* Ability to work on multiple initiatives in a fast-paced environment.
 |

**J. Signatures** *(Print, sign, and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:**  | **Signature:**  | **Date:**  | **Extension:**  |
| **LEAD** *(Acknowledgement of reading this job description)* |
| **Non-MPP Lead:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **MANAGEMENT** (*Acknowledgement that the information is complete and accurate*) |
| **1st level MPP Administrator/Dept. Chair:** *(required)***Marianne Link** | **Signature:**  | **Date:**  | **Extension:** **3690** |
| **2nd level MPP Administrator:** *(if applicable)***Ederlina P. Landeta** | **Signature:**  | **Date:**  | **Extension:** **3660** |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |

|  |
| --- |
| **\*\*\*\*\*FOR HR USE ONLY\*\*\*\*\*** |
| Classifier Initials: |  | Job Title:  |  |
| Date: |  | Job Code/Grade: |  | Recruitment ID: |  |