

Title: Health Literacy Coordinator

Department: Education and Literacy Services

Reports To: Education and Literacy Services Manager

Full Time

Hours: 37.5 hours per week, including evenings and weekends

Employer: Waukegan Public Library

Overview: The Health Literacy Coordinator works with the Education and Literacy Manager to coordinate programs that give residents the tools to increase their basic health literacy; connect with medical providers, access health care, and advocate for themselves or their children.

Duties:

- Coordinate health literacy program and outcomes
- Recruit and retain volunteer Community Health Workers (CHW)
- Recruits participants for the program
- Coordinate CHW training with partner organizations
- Develop and coordinate partnerships to deliver health literacy workshops
- Collect and maintain demographic data, productivity and proof of learning for all health literacy participants
- Participate in county wide efforts to impact health literacy levels in Waukegan
- Develop community and healthcare partners to build program capacity
- Support Service Point and partner efforts for referrals
- Complete certification for specific disease/conditions as required by program needs
- Other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrates responsiveness and sensitivity to cultural differences
- Ability to work independently
- Experience working with adults of diverse ethnic/socioeconomic backgrounds
- Ability to effectively manage time and prioritize activities and projects
- Strong verbal and written communication skills, Spanish a requirement
- Communicate with key staff on a daily/weekly basis
- Familiar with Microsoft Office and database software
- Provide excellent customer service
- Promote library services and serves as advocate within community
- Comply with library values, mission and vision
- Complete and maintain certification for specific disease conditions as required by program needs
- Prior program coordination/volunteer management experience

Minimal Qualifications:

- **Education and Experience:**

- HS Diploma, GED, Associates Degree Preferred
- Fluent in both English and Spanish
- Any combination of 2 years of health/social services experience

Working Conditions:

- Works in an office setting
- May work evening and weekend hours
- Travel required

Please send resumes to hr@waukeganpl.info.

No phone inquiries please.