

<b>Position Title:</b>	<b>HEALTH LITERACY ASSOCIATE</b>	
<b>Responsible To:</b>	Health Literacy Manager	<b>FLSA Status:</b> Non-Exempt
<b>Cost Center:</b>	Central	
<b>Responsible For:</b>	Material review, material development and program support for CHN's health literacy initiative.	

### **POSITION SUMMARY:**

Responsible for the review of patient materials and the design/development of new health literate materials. Provide administrative support and coordination of programs under the health literacy initiative. Must be able to read and write in Spanish. Assists the Health Literacy Manager in carrying out the duties of CHN's health literacy initiative.

### **DUTIES AND RESPONSIBILITIES:**

#### **Essential Functions:**

1. Reviews and revises patient materials to meet CHN's health literacy guidelines. Patient materials include but are not limited to flyers, patient education, patient letters and consent forms.
2. Identifies and/or develops health literate materials (English and Spanish) for use by all departments. Assists in the distribution and implementation of materials in the clinics and/or through eCw.
3. Provides English to Spanish translation for patient materials already in use.
4. Assists with the coordination and facilitation of all health literacy training, including but not limited to new hire training, specialized staff training and external health literacy trainings.
5. Assists in quality improvement and evaluation projects.
6. Maintains records of CHN's approved materials list, training documentation, meeting minutes and summary reports for the Health Literacy initiative.
7. Manages CHN's health literacy portal page.
8. Attends and participates in training/informational sessions that are appropriate.
9. Attends community meetings as a representative of CHN as assigned by the health Literacy Manager or Director of Health and Community Education.
10. Other duties as assigned.

### **CERTIFICATE/LICENSE REQUIRED:**

- B.A. or B.S. in applicable field such as public health, nursing, communications, or marketing.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Demonstrated ability in material development. Experience developing health communication materials preferred.
- Knowledge of health literacy.
- Demonstrated ability to coordinate and manage multiple projects.

