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

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.

- Demonstrated ability to maintain and organize data.
- Strong verbal and written communication skills.
- Health care experience.
- Strong training/facilitation skills.
- Willingness to travel in and beyond NYC.
- Interest in and conviction of purpose and aims for all programs at CHN.
- Respect for the rights of individuals to make their own decisions about health care.
- Bilingual/Spanish (verbal and written)

PHYSICAL DEMANDS/WORKING CONDITIONS:

- 1. Ability to stand, walk or sit for an extended period of time
- 2. Ability to hear within normal range
- 3. Ability to see within normal range
- 4. Finger and hand dexterity to manipulate objects
- 5. Ability to deal with agitated clients
- 6. Extended periods of time at a computer
- 7. Noise level is moderate
- 8. Possible exposure to clients with infectious diseases

The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made, whenever possible, to enable individuals with disabilities to perform the essential functions.

ADMINISTRATIVE APPROVALS:

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date