

Position Title:	HEALTH LITERACY PROGRAM ASSOCIATE	
Responsible To:	Health Literacy Program Manager	FLSA Status: Non-Exempt
Center:	Central	
Responsible For:	Program support for CHN's health literacy initiative including material development, training coordination, and administrative assistance for all program activities.	

POSITION SUMMARY:

Responsible for providing program support for CHN's agency-wide health literacy initiative. Responsible for the design/development of new patient materials. Provides administrative assistance and coordination of all internal and external activities under the health literacy initiative. Assists the Health Literacy Program Manager in carrying out the duties of CHN's health literacy initiative.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

1. Reviews and revises existing patient materials to meet CHN's health literacy guidelines. Patient materials include but are not limited to patient education documents, patient letters, flyers, and consent forms.
2. Develops new patient materials for use by all departments. Assists in the implementation and distribution of materials through electronic health record.
3. Assists with the coordination and facilitation of health literacy trainings, including but not limited to new hire training, specialized staff training, CHN's Health Literacy Training Institute workshops, and external trainings.
4. Maintains records of CHN's approved materials list, staff training log, meeting minutes, and reports for the health literacy initiative.
5. Manages CHN's health literacy blog.
6. Manages translation process for all necessary materials.
7. Assists in quality improvement, performance projects, and evaluation projects.
8. Coordinates quarterly Educational Materials Advisory Committee meetings.
9. Attends and participates in appropriate training/informational sessions.
10. Attends community meetings as a representative of CHN as assigned by the Health Literacy Program Manager or Director of Health and Community Education.
11. 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.
- Health care experience.

