



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

[www.caoginc.org](http://www.caoginc.org)

**POSITION/TITLE:** ACT Health Educator

**POSITION LOCATION:**

ACT - Helping Youth ACT Responsibly, Albion

**PAY/HOURS:** \$20. - \$22./hour, Full Benefits  
Full-time - 35 hours/week

**QUESTIONS OR RESUME TO:**

-Human Resources  
409 East State Street Albion, NY  
14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 589-5605

**RESPOND BY:** June 21, 2024

Note: Internal Candidates may respond with a letter of interest.

**MAJOR RESPONSIBILITIES**

- Provide educational services as per NYS Department of Health’s Comprehensive Adolescent Pregnancy Prevention (CAPP2) Project’s Workplan.
- Complete required orientation and trainings on curriculum and topics relative to sexual health, youth development and current trends.
- Be responsible for preparation and implementation of evidence-based comprehensive teen sexual health curriculum to youth in Orleans and Genesee Counties in a variety of settings. Provide help/referrals for youth to obtain comprehensive family planning / health / essential support services as identified.
- Implement “Club” sessions weekly with targeted youth to build skills needed for a healthy transition into productive young adults.
- Able to provide community outreach and work with collaborators to implement services.
- Able to provide factual info. & maintain a neutral opinion on these sensitive topics.
- Able to maintain confidentiality and complete required reporting accurately and timely.

**REQUIRED MINIMUM QUALIFICATIONS**

- Bachelor’s Degree in health education or health/human services related field.
- Pass Agency required background checks.
- Experience working with youth and a demonstrated ability to be inclusive and non-stigmatizing.
- Demonstrated ability to facilitate/teach classes of youth reproductive health topics such as reproductive anatomy, contraceptive methods, STDs, and HIV/AIDS.
- Knowledge of, or experience with, local resources and the community to be served (Orleans and Genesee Counties).
- Able to modify normal work hours as programming dictates.
- Possess a reliable means of transportation and meet Agency approved driver status.
- Possess knowledge of computer operating systems and application software.

**DESIRED QUALIFICATIONS**

- Energetic, outgoing, and dependable with demonstrated work ethics.
- Able to work as part of a team.
- Able to relate to and advocate for youth in both one-on-one and group settings.

Community Action is an Equal Opportunity Employer

EEO Contact Person: Tina Schleede  
[tschleede@caoginc.org](mailto:tschleede@caoginc.org)