

Document Number:	
Title:	CAPP Project/ACT Health Educator
Revision Date:	5/27/25
Last Review Date:	5/27/25

Job Title:	CAPP Project / ACT Health Educator
Department:	ACT Program
Supervises:	N/A
Reports to:	ACT Program Manager
Pay Grade:	\$20.00 - \$24.00/hr
FLSA Status:	Non-Exempt

I. SUMMARY OF RESPONSIBILITIES:

Responsible for the ongoing delivery and coordination of comprehensive sexual health education services for youth in Orleans and Genesee Counties. This includes the planning, facilitation, and evaluation of evidence-based teen sexual health curricula, in accordance with the New York State Department of Health's Comprehensive Adolescent Pregnancy Prevention (CAPP2) Project workplan. Programming is delivered in a variety of settings such as schools, community centers, and youth-serving organizations, with a focus on promoting healthy relationships, informed decision-making, and positive youth development.

In addition to structured curriculum delivery, the role includes leading a youth-focused Club component designed to foster open dialogue, creativity, and peer engagement around health and wellness topics. This aspect of the program requires a high degree of flexibility, innovation, and the ability to operate productively with minimal structure or supervision. The ideal candidate will bring a creative, youth-centered approach to program development and implementation, while maintaining program fidelity and ensuring alignment with CAPP2 goals. Collaboration with community partners, accurate data collection, and regular reporting are also integral to this position.

II. ESSENTIAL RESPONSIBILITIES

- Actively participate in and complete all required orientation and training sessions to enhance knowledge of evidence-based curricula practices, adolescent development, engagement strategies, and staying current with latest research and trends that influence overall adolescent well-being.
- Assist with the planning and facilitation of weekly Club sessions for small groups of youth (10–12 participants) in selected schools. Sessions will focus on addressing health disparities, building life skills, encouraging leadership, and empowering youth to explore and present community issues. Activities include student-led projects, peer education, and community engagement opportunities, including field trips.
- Create a safe, inclusive, and creative space where youth feel empowered to think freely, express themselves, and develop critical thinking and advocacy skills.
- Collaborate with team members to implement programming aligned with the NYS Department of Health's Comprehensive Adolescent Pregnancy Prevention (CAPP2) Project goals, including the delivery of age-appropriate, fact-based education around sexual and reproductive health as part of a broader youth development strategy.
- Provide support and guidance to youth, and make referrals to community-based services for family planning, physical or mental health care, and other resources as needed.
- Conduct outreach and maintain strong working relationships with schools, local agencies, and community partners to expand program access and identify collaborative opportunities.
- Actively network with community stakeholders and attend relevant coalitions, task forces, and events to promote the program's services and increase visibility.

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- Help foster and maintain partnerships that support youth development, health promotion, and leadership opportunities within the counties served.
- Deliver engaging educational workshops and outreach presentations on a wide range of adolescent well-being topics, including healthy relationships, decision-making, and personal growth, as requested.
- Support the development of youth-focused content for social media, ensuring messaging is accurate, age-appropriate, and aligned with program values.
- Maintain neutrality and professionalism when discussing sensitive topics, ensuring all youth feel respected and supported regardless of background or belief.
- Accurately complete all required documentation, data entry (e.g., Cornell's Online Reporting System), and reports in a timely manner.
- Maintain confidentiality with respect to agency operations and program participants.
- Work effectively as part of a collaborative team to achieve program goals.
- Maintain reliable transportation and agency-approved driver status for travel to schools, events, and training.
- Successfully pass all required background checks.
- Perform other duties as assigned, in accordance with project guidelines or supervisory direction.

III. Marginal Responsibilities

- Demonstrate self-motivation and initiative in planning and delivering programming in response to identified community needs, participant requests, and project fidelity requirements.
- Maintain up-to-date knowledge of community resources, including accurate and age-appropriate information related to adolescent health and well-being, with a continued awareness of local services in Orleans and Genesee Counties.
- Consistently represent the agency and program in a professional, approachable, and community-focused manner during all interactions and events.
- Actively participate in optional trainings, meetings, and special initiatives as requested by supervisors to support personal development and program growth.

IV. Relationships

A. Internal

Interactions: Member of office team interacting with other office staff and occasionally with Agency clients.

Supervision Received:

Frequent	0%
Several times daily	0%
Occasional, since most duties are repetitive and related, with standard instructions and procedures as guides. Unusual problems are referred, frequently with suggestions for correction	75%
Limited supervision. The nature of the work is such that it is performed to a large extent on personal responsibility after assignment, with some choice of method. Occasionally develop own methods	25%
Minimal	0%
Little or no direct	0%



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B. External

Promote community awareness of Community Action of Orleans & Genesee, Inc. and its' programs and services offered.

V. Work Environment

CAPP2 Project / ACT Program administrative offices are at 243 South Main Street, Suite 105, Albion, NY 14411. Moderate noise is experienced through voices, phones, and office equipment. Program staff always works as a team when interacting with youth. Will work with adolescents in a variety of settings. Actual programming implementation takes place in a variety of settings (i.e.: schools, libraries, businesses, organizations/agencies, churches, ACT office). Dress code is based on the specific duties of the day. Appropriate professional attire is required for interaction within the schools and community. Occasional overnight travel for out of area trainings may occur at the direction of Supervisor.

VI. Physical Demands

This position requires approximately:

Sitting	35 %	
Standing	35 %	
Lifting	5 %	Up to 50 lbs.
Driving	20 %	
Bending	0 %	
Walking	5 %	

VII. MINIMUM QUALIFICATIONS

- Bachelor's degree in health education, human services, psychology, or a related field.
- Proficient with standard computer operating systems and common application software (e.g., Microsoft Office, Google Workspace, data entry systems).
- Experience facilitating group discussions and delivering educational content to youth in diverse settings; ability to foster engagement, respect, and open communication.
- Demonstrated ability to present sensitive information—including reproductive health topics—in a factual, inclusive, and nonjudgmental manner.
- Prior experience working with adolescents and a strong commitment to creating a supportive, stigma-free environment.
- Familiarity with community resources and an understanding of the unique needs and strengths of youth and families in Orleans and Genesee Counties.
- Willingness and flexibility to work outside regular business hours (including occasional early mornings, evenings, or weekends) to support programming and special events. Advance notice will be provided when possible.
- Strong organizational skills with the ability to complete documentation accurately and meet deadlines consistently.
- Must possess a valid driver's license, reliable transportation, and meet agency-approved driver status requirements.
- Must successfully complete all required agency background checks.

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VIII. Desirable Qualifications

- Experience designing or leading youth-led initiatives, clubs, or enrichment programs that promote leadership, creativity, and community awareness.
- Strong group facilitation skills with the ability to adapt content and delivery to meet the needs of diverse youth audiences.
- Creative thinker with a flexible, open-minded approach to working with adolescents in less structured or evolving environments.
- Familiarity with positive youth development principles, trauma-informed approaches, or social-emotional learning strategies.
- Experience building partnerships or collaborating with schools, community organizations, and public health agencies.
- Comfortable using or managing youth-centered content on social media or digital platforms to enhance program reach and engagement.
- Knowledge of adolescent health topics, including current trends impacting youth well-being, with the ability to integrate that understanding into programming when appropriate.
- Passion for supporting young people in becoming confident, healthy, and engaged members of their communities.

IX. ACKNOWLEDGEMENT

I have read, understand and will become compliant with this Position Description above as well as with all Community Action of Orleans & Genesee, Inc. Personnel Policies and Procedures as outlined in the employee handbook.

I understand that Community Action of Orleans & Genesee, Inc. adheres to a policy of employment-at-will, which allows either party to terminate the employment relationship at any time for any reason.

Employee Signature

Date

Employee Printed Name

Director Signature

Date