Sexual Health Parent Educator

(Part-Time, Bilingual in Spanish and English Required)

EMPLOYMENT OPPORTUNITY

Comunidades Latinas Unidas En Servicio (CLUES) is a non-profit leader in behavioral health and human services. The agency was founded in 1981 with a vision for improving the quality of life of the Latino population in Minnesota. Today, CLUES is Minnesota’s largest Latino agency. Our mission is to advance the capacity of Latino families to be healthy, prosperous, and engaged in their communities. Although our services focus on the Latino family, our experience and capabilities enable us to serve individuals and families from all walks of life including new immigrants and low-income families who dream of a better future. By focusing our efforts in the areas of Health and Family Well-being, Economic Vitality, Educational Achievement, and Civic and Cultural Engagement, our programs are designed to empower Latinos and immigrants by meeting them where they are, harnessing their strengths, and honing their skills. CLUES employs a diverse, multi-cultural staff to ensure our services are linguistically and culturally relevant.

POSITION SUMMARY

Comunidades Latinas Unidas En Servicio is seeking a culturally responsive, experienced sexual health educator to provide bilingual sexual health education to Latinx communities in the Twin Cities area with a focus on Latinx parents using a Spanish-language adaptation of the “It’s That Easy” curriculum and to assist in building a ‘Líderes Comunitarios’ cohort of parents who are leaders in their communities around parent-child communication about sexuality.

Department: Community Health Services
Supervisor: Sexual Health Program Supervisor
Location: CLUES Minneapolis, MN Office
Schedule: Part-Time. M-F, some evenings and weekends required.
Salary/Pay: Commensurate with experience and qualifications.
Benefits: Full benefits package available in accordance with current CLUES policies—includes: medical, dental, vision, critical illness, accident, and life insurance (with AD&D); long term and short-term disability; pre-paid legal services and ID theft protection; retirement plan; educational assistance; paid holidays; and paid time off.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- To plan and deliver medically accurate, bias-free, developmentally appropriate, and culturally responsive sexual health and sexuality education to groups of primarily Latinx parents in both Spanish and English.
- To coordinate with community site partners on logistical items needed for programming, such as participant transportation, childcare, meeting space/room set-up, and food.
- Receive facilitator training for both the “It’s that Easy” and Our Whole Lives curricula.
- Collaborate with evaluation team to conduct on-going program evaluation and quality improvement.
- Maintain and build partnerships with schools and community agencies interested in hosting educational workshops for parents and/or youth.
- Seek personal and professional development opportunities to maintain accurate, up-to-date sexual health knowledge, and ensure that educational materials and strategies are trauma-informed, inclusive of all genders and identities, shame-reducing/sex-positive, and culturally responsive.
• Ensure that all education and outreach materials have been approved by appropriate CLUES’ leadership and internal policies.
• Professionally represent CLUES at local and regional events and conferences as appropriate.
• Establish and maintain participant tracking and other data collection systems.
• Be responsible for meeting contract goals, collecting relevant data, and assisting program supervisor with reports for agency and its funders.

General Duties
• Collaborate with other CLUES programs and departments to integrate programs and resources.
• Actively participate in achievement of program goals and objectives, including department and/or agency-wide activities and events.
• Understand, support and promote the mission, operating values and agency services of CLUES within the community.
• Exercise sensitivity when working with diverse populations.
• Maintain client confidentiality in accordance with HIPAA, agency policies and other applicable laws, regulations and ethical standards.
• Demonstrate appropriate workplace behaviors and conduct and set an example for clients to emulate.
• Acknowledge and identify the boundaries of your position and refer to support resources as appropriate when the situation merits.
• Maintain open communication with supervisors and solicit feedback when necessary.
• Participate in assigned training and department activities as required.
• Willingly complete other duties as assigned by supervisor.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties or tasks may be assigned as required. Management may modify, change or add to the duties of this description at any time without advance notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RELATIONSHIPS

• This position has no supervisory responsibilities with regard to employees, but may supervise volunteers or interns as needed.

QUALIFICATION REQUIREMENTS

Education, Experience & Key Abilities*

• A bachelor’s or master’s degree and at least two years of experience in sexuality education, public health, or related field required.
• Bilingual in Spanish and English with cultural sensitivity and awareness required.
• Comfortable discussing sexuality and sexual health in a sensitive and appropriate manner.
• Demonstrated experience providing fact-based sexuality education.
• Public speaking and group facilitation skills.
• Experience recruiting for and running adult education groups.
• Commitment to examining personal biases related to race, class, gender, and sexual expression.
• Attention to detail.
• Availability to work evenings and weekends, as appropriate.
• Skill in organizing time independently to complete multiple projects, deadlines, and program priorities.
• Ability to work both independently and as part of a team.

*Equivalent combination of education and experience may be accepted.
Language Skills

- Effective communication in English and Spanish, both verbally and in writing, required.
- Ability to read, analyze, and interpret written materials, including reports, contracts, and proposals.
- Ability to effectively present ideas and information in an organized and effective manner, including writing reports.
- Ability to maintain accurate documentation and respond appropriately to questions from clients, coworkers, management and external parties.

Transportation

- Must have a reliable motor vehicle for independent transportation, valid driver’s license, proof of automotive insurance, and maintain a good driving record. Must submit to and pass annual recertification of compliance with CLUES Automobile and Transportation Policy and driving record check.

Computer Skills

- Proficient working knowledge of email software, the Internet, databases, and common Windows-based programs, including Microsoft Office Word, Excel and PowerPoint required.
- Must be willing to attend training to advance technical skills and maintain appropriate skill levels to perform job duties.

WORKING CONDITIONS

Background check

- Must pass a criminal background check and driving record check. As a condition of continued employment, staff person may be required to submit to periodic re-verification of these background checks.

Work Environment

- Standard office or classroom environment with moderate noise level.
- This position requires employee to drive between different sites by motor vehicle.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment and Tools Used

- Motor vehicle, telephone, computer, copy/fax machine, calculator, and other common office equipment.

Tools and equipment listed are some of the typical tools and equipment; other equipment may be used as needed.

HOW TO APPLY

Please visit http://jobs.clues.org/ to apply online. Please include a résumé, cover letter, and salary requirements when applying. Contact HR with questions at 651-379-4215 or jobs@clues.org. Please note that all applicants are required to apply online by following the above link (we no longer accept emailed or faxed applications). CLUES is an Equal Opportunity Employer.