



## **Student Engagement Program Staff LA Trust Duty Description (Partnership with Los Angeles Unified School District, Health Education Programs)**

### DEFINITION

Assists the LAUSD Program Manager of HIV/AIDS Prevention Unit as needed, supports programmatic research and development, facilitates program activities to support sexual health education requirements; participates in training teachers and school groups; links youth to health services; promotes and supports safe and supportive school activities; and serves as the lead for youth leadership mentoring.

### TYPICAL DUTIES

- Supports program surveillance and evaluation activities (e.g. Youth Risk Behavior Survey (YRBS), School Health Profiles Survey)
- Recruits of LAUSD schools for sexual health project to reduce STD/HIV infection and increase health screening/testing, school attendance, and academic success
- Serves as liaison with multiple pilot schools in LAUSD and the HIV/AIDS Prevention Unit
- Trains staff on health interventions and best practices
- Assists in the promotion and expansion of social media campaign and strategies
- Assesses current student advisory capacity at each school site
- Develops relationships with selected wellness centers, medical providers
- Links youth, staff, and community to health services
- Supports in communication and training with wellness center providers
- Attends community meetings to build capacity with stakeholders in schools and communities
- Plans meetings and workflow for the student groups and engagement programs and activities
- Identifies and pursues student engagement funding opportunities
- Assists in grant writing, as needed

### SUPERVISION

- General supervision is received from the Program Manager of LAUSD HIV/AIDS Prevention Unit and Executive Director of the LA Trust

### CLASS QUALIFICATIONS

- Minimum of a Masters degree in education, public health, social work or another relevant field
- Ability to plan and coordinate meetings
- Knowledge of youth development programs
- Experience presenting publically and providing training to groups
- Expertise in school health services
- Knowledge of:

- Current problems, developments, and trends in school health programs involving HIV/STDs
- Current health issues of LGBTQ community
- Public health, population health goals, and social determinants of health
- Ability to:
  - Effectively communicate in writing and through presentations, school health and public health efforts
  - Work effectively with diverse partners including school staff, nonprofit partners, government officials, program and evaluation staff to provide thoughtful, expert, and creative project leadership, to reach grant goals and specific milestones
  - Write reports
  - Exercise initiative and good judgment
  - Represent and follow workplace policies, procedures and values
  - Work as team player that develops staff unity in-house and builds capacity with external partners
  - Travel locally with personal vehicle and show proof of insurance

#### Desired Experience:

- Two years' experience in Public Health, Social Work, or related educational program
- Demonstrates strong analytical and quantitative skills, excellent oral and written communication skills, and strong interpersonal skills
- Demonstrates ability to prioritize work, function independently as well as work effectively as part of a team
- Proven experience managing multiple projects
- Familiarity with school health theory and practice
- Implementing evidence based interventions in sexual health, HIV/STDs, and/or teen pregnancy
- Strong knowledge of designing and implementing programs that reduce health disparities
- Experience in working the operation of non-profit organizations
- Writing grants (e.g. needs assessment, logic models, evaluation)

#### COMPENSATION

- Competitive salary with benefits

#### HOW TO APPLY:

- Applications must include a one-page cover letter and a resume
- Provide a minimum of 2 letters of recommendations
- Submit electronically to Timothy Kordic at [timothy.kordic@lausd.net](mailto:timothy.kordic@lausd.net)

#### START DATE:

The position becomes available on June 1, 2018