Department: Student Health Services
Supervisor: Angeli Acosta

Job Title: Lead Peer Health Educator (FWS/Non-FWS)

Hours to be Worked: 3-6 Hours per week (average)

Pay Level: III
Hourly Pay Rate: $14.00

Job Summary (purpose of nature of work):

Under the supervision and direction of designated Cal Maritime Student Health Services staff, the lead Peer Health Educator(s) will:

- Serve as a student assistant to Student Health Center (SHC)
  - Assist the Health Educator and other SHC staff in departmental health education needs (i.e. preparing educational materials, assembling smoking cessation kits, setting up health outreach displays).
  - Provide presentations and facilitate interactive activities at Peer Health Education meetings and Health Education events. (Events may occur in partnership with or at the request of campus partners).
  - Participate in bi-weekly planning meetings with supervisors and PHE meetings.
  - Organize and track that PHE tasks are completed on time. Work closely with other Lead PHEs to coordinate event set up, implementation, and clean up.
  - Design and distribute promotional materials in print and digital form for programing events.
  - Create social media posts to help advertise events and promote healthy behaviors.
  - Help plan and implement big Health Education events (At least 2-3 events per semester)
  - Lead PHEs may be assigned a Health Education focus with associated responsibilities as listed below.

Mental Health Focus

- Collaborate on prevention programming efforts with Counseling and Psychological Services (CAPS).
- Help destigmatize mental health issues and mental health care.
- Hold at least one outreach tabling event related to Mental Health focus bi-monthly
- Attend office hour with Health Educator to plan for tabling events
- Attend Mental Health trainings (as assigned).
- Participate in other PHE programming as needed.
Alcohol, Drugs, and Other Drugs (ATOD) Focus
- Collaborate with ATOD prevention programming efforts with other campus stakeholders.
- Hold at least one tabling event related to ATOD focus bi-monthly.
- Attend office hour with Health Educator to plan for tabling event.
- Attend ATOD trainings (as assigned).
- Participate in other PHE programming as needed.

Nutrition, Fitness, and General Health Focus
- Collaborate with prevention programming efforts with other campus stakeholders.
- Hold at least one tabling event related to Nutrition, Fitness, and General Health focus bi-monthly.
- Attend office hour with Health Educator to plan for tabling events.
- Attend Nutrition and Fitness trainings (as assigned).
- Participate in other PHE programming as needed.

Sexual Health Focus
- Collaborate with sexual health prevention programming efforts with other campus stakeholders.
- Hold at least one tabling event per month related to Sexual Health focus.
- Attend office hour with Health Educator to plan for tabling events.
- Attend Sexual Health trainings (as assigned).
- Participate in other PHE programming as needed.

Peer Health Support
- Ability to support a focus with associated responsibilities as needed.

Job Duties:
- Participate in bi-weekly planning meetings and trainings with supervisors.
- Plan, design, and participate in health education outreach programs and activities (i.e. tabling at events, giving educational presentations, etc.)
- Give presentations and facilitate interactive activities at tabling events and for campus partners (by request).
- Organize and track that PHE tasks/assignments are completed on time. Work closely with PHEs to coordinate event set-up, implementation, and clean-up.
- Design and distribute flyers, brochures, and other promotional materials to market PHE events.
- Create social media posts to promote healthy behaviors and advertise PHE Events.
- Assist in the design and collection of program evaluation instruments.
Required (or Preferred) Skills, Knowledge, and Abilities:

- Work an average of 3-6 hours a week; Dependable and conscientious; organized and detail-oriented.
- Basic computer skills (Word, PowerPoint); Graphic skills (design flyers and marketing materials).
- Excellent interpersonal and communication skills; Good time management skills.
- Sincere interest in health and well-being as well as helping promote health among Cal Maritime students.
- Have and maintain good academic standing and conduct status.

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