



HEALTH EDUCATOR SUPERVISOR RESPONSIBILITIES

<p>COORDINATION OF CAPP OR PREP PROJECT</p>	<ul style="list-style-type: none"> • Plans and monitors the overall implementation of EBPs (number of cycles, sites, staff deployment) • Plans and monitors other project deliverables • Manages subcontracts • Oversees budget • Reports to DOH contract manager
<p>CONNECTING PROJECT TO ADMINISTRATION</p>	<ul style="list-style-type: none"> • Works with manager/administrator to create organizational support structure for EBPs • Recruits and engages administrator in implementation team • Reports on project progress • Recruits and prepares organizational leader to advocate in community as needed
<p>COMMUNITY OUTREACH</p>	<ul style="list-style-type: none"> • Leads community education efforts • Leads community readiness process • Recruits and negotiates new sites for EBP implementation • Establishes linkages to family planning providers • Establishes referral process for other service organizations in the community
<p>PERSONNEL PRACTICES</p>	<ul style="list-style-type: none"> • Oversees hiring and orientation of new staff • Provides professional development for staff • Provides regular supervision • Conducts performance review (observation of staff implementing EBPs)
<p>PERFORMANCE MANAGEMENT</p>	<ul style="list-style-type: none"> • Establishes annual goals and performance standards for project • Aware of performance standards set by DOH • Regularly reviews project results with staff and implementation team and uses results to improve project performance
<p>WORKING WITH ACT COE</p>	<ul style="list-style-type: none"> • Has regular contact with TA provider • Uses COE resources (training, evaluation) • Attends training and networking events