

**Latino Health Manager**  
**Health Quarters at Heritage, Lawrence - Full Time**

Health Quarters, a non-profit reproductive health and education organization, seeks a Latino Health Manager to direct and expand a community based outreach, education and health care access program. Responsibilities include:

- Recruit, hire, train and supervise promotoras within the community using established curricula and service delivery strategies.
- Develop and implement bilingual education and outreach strategies targeting low health literacy and health needs that improve understanding of contraception options, value of regular preventive health care and benefits of HIV/STD testing.
- Identify and establish effecting working partnerships with health and social service providers, coalitions, media, clergy and respected leaders that serve community needs.
- Build community awareness of Health Quarters and its' health and education programs utilizing referral and communication networks including schools, health and human service providers and retail services traditionally used by Latinos.
- Develop and carry out targeted education campaigns and information distribution projects, including education to health and human service professionals.
- Supervise and provide direct home visiting, outreach and facilitation of charlas services.
- Research, adapt, translate or design culturally and linguistically appropriate materials to inform health providers and targeted population about reproductive health.
- Maintain a monitoring and quality assurance system that records outcomes of community based participatory research, public education activities, and impact of outreach and education activities of community health specialists.
- Provide leadership and technical assistance to agency staff in advancing cultural and linguistic competency in delivering services to the Latino population.
- Assist in organizational grant making.

Qualifications:

- Bicultural Latin America/North America; Bilingual Spanish/English
- Knowledgeable of community resources
- Experience in providing services in community settings
- Strong organizational, verbal and written communication skills
- Flexible schedule with periodic evenings and week-ends
- BA/BS

Competitive salary, excellent benefits. AA/EEO

**Promotor**  
**Health Quarters at Heritage, Lawrence**

Health Quarters, a non-profit reproductive health and education organization, seeks a Promotor (Male Lay Health Educator) to:

- Recruit health education participants and community business partners through community outreach

- Organize health education materials needed for community presentations, classes, and activities.
- Conduct one-on-one and small group health education sessions in the community, attend health fairs and other community based events; distribute outreach materials.
- Organize equipment, supplies, incentives, certificates, and food required for all health education sessions and/or activities.
- Provide community based case management services such as assistance in making appointments, making guided referrals, arranging transportation, accessing forms and explanation of forms, interpretation services and motivating people to seek care and follow-up.
- Maintain health education records/logs as required (i.e. sign-in sheets, pre-post tests).
- Develop and maintain relationships with agencies/organizations and community members.

Qualifications:

- Bicultural Latin America/North America; Bilingual Spanish/English
- Knowledgeable of community resources
- Experience in providing education services in community settings
- Strong interpersonal organizational and communication skills
- Flexible schedule with periodic week-end and evening hours

Competitive salary, excellent benefits. AA/EEO

**FOR EITHER JOB, send cover letter AND resume to:**

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