

Department: Student Health Services	Supervisor: Angeli Acosta
Job Title: Lead Peer Health Educator (FWS/Non-FWS)	Hours to be Worked: 3-6 Hours (average)
Pay Level: III	Hourly Pay Rate: \$15

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 programming 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 per semester
- Attend office hour with Health Educator to plan for tabling events
- Attend Mental Health trainings (as assigned).
- Support 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 per semester.
- Attend office hour with Health Educator to plan for tabling event
- Attend ATOD trainings (as assigned).
- Support 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 per semester.
- Attend office hour with Health Educator to plan for tabling events
- Attend Nutrition and Fitness trainings (as assigned).
- Support 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 related to Sexual Health focus per semester.
- Attend office hour with Health Educator to plan for tabling event
- Attend Sexual Health trainings (as assigned).
- Support 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 other 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.