



## Health Literacy Educator for New Orleans Public Library

This is a National Network of Libraries of Medicine grant-supported position, contracted through the Friends of the New Orleans Public Library, for work in the various New Orleans Public Library locations. This is an independent contractor, and not a City of New Orleans Civil Service employment position.

**Grant period:** 2/1/2018 – 4/30/2020

**Full-time:** 35-40 hours per week

**Salary:** \$20 per hour, no benefits, pay period: monthly, mileage paid

*\* The Friends of the New Orleans Public Library will report the pay for this independent contractor to the Internal Revenue Service. The independent contractor will not have income taxes withheld like regular employees and will need to account for this in their personal tax filing.*

**Reports to:** The Programming, Outreach and Partnerships Director and the Deputy Director / Assistant City Librarian

### Job Function:

Under the direction of the Programming, Outreach and Partnerships Director, the Health Literacy Educator is responsible for modeling excellent customer service to staff and customers by providing a range of staff initiatives and public programming, on a broad array of health topics, including personalized medicine. The Health Literacy Educator will develop and provide courses in locating and accessing authoritative consumer health information from the National Library of Medicine, develop a health information in-service staff training program and provide health education programming for library patrons. They will be charged with outreach in conjunction with other library staff departments, as well as other City agencies, and community partners to raise awareness and promote health literacy. This is a fulltime professional grant funded position with an end date of April 30, 2020.

### Duties and Responsibilities:

- Creates or coordinates public programs related to health literacy and healthy lifestyles;
- Teaches or facilitates courses/workshops from All of Us content – ex: citizen science, precision medicine, locating lab tests and more;
- Trains staff to articulate role of the Health Literacy Educator, and better promote programs and resources related to health literacy and healthy lifestyles;
- Facilitates public trainings of health resources, for example on the Medline Plus resource;
- Gives talks before educational partners, and community and professional groups concerning health literacy initiatives, approximately six per year;
- Coordinates and recruits speakers from the local community of health professionals and organizations as expert speakers for library branch programs;
- Attends meetings, conferences, and trainings as necessary;
- Assists the New Orleans Health Department with their on-going Community Health Assessment by distributing and collecting their surveys within their Health Literacy in-branch programming;

- Conducts additional surveys of New Orleans Public Library staff and customers related to health literacy and healthy lifestyles;
- Conducts additional surveys of New Orleans Public Library customers related to program enjoyment and health literacy growth, to show progress towards the strategic plan;
- Formulates goals, plans, and procedures for implementing health literacy in-branch programming and outreach services in accordance with Library's organizational strategic plan and priorities;
- Formulates goals, plans, and procedures for implementing health literacy in consultation with the SCR All of Us Community Engagement Coordinator;
- Develops or locates, appropriate health literacy and health education content to offer throughout the Library community and integrate NNLM curriculum when applicable;
- Participates in scheduled program planning and project management meetings guided by the SCR All of Us Community Engagement Coordinator;
- Presents programs and presentations in library branches and at a variety of outreach venues;
- Assists in the Library's statistical analysis pertaining to the overall health literacy program and customer experience, maintains records/statistics and prepares reports;
- Coordinates and recruits speakers for public programming as needed;
- Organizes a large annual event, including featured expert speakers, national exhibit stations and large, health-focused community event in partnership with the New Orleans Health Department and other related health partners;
- Build exhibits or assists with health information fairs, coordinates library displays and exhibits related to health literacy and healthy lifestyles;
- Plans fun or engaging events and initiatives for staff related to health literacy to build internal momentum and understanding;
- Distributes All of Us materials, answers questions on the program;
- Mediates and problem solves conflicts, provides resolutions to same under direction of Programming, Outreach and Partnerships Director, the Deputy Director and the Executive Director on defined procedures;
- Overseas and submits an annual budget for programming.

**Minimum Qualifications:**

- A Bachelor's degree from an accredited college or university in public health or health education is required;
- Must hold a valid Louisiana Driver's License;
- Must be able to work nights and weekends;
- Must be able to travel within New Orleans and nationally for training.

**Preferred Qualifications:**

- Previous presentation experience preferred;
- Previous program coordination experience preferred;
- Certified Health Education Specialist.

**Knowledge, Skills & Abilities:**

- Ability to get along with customers and colleagues;
- Self-motivated worker with outstanding human relations, communication skills, and a positive attitude towards public service work;

- Ability to set priorities and manage multiple priorities as well as schedule own time and that of others;
- General knowledge of technology trends including mobile devices and social media;
- Ability to plan, initiate, develop, and evaluate special library programs and services;
- Ability to assess, organize, and resolve issues and to explain complex procedures to staff with patience, thoroughness, and reinforcement;
- Ability to resolve public concerns and difficulties using tact, courtesy, and good judgment;
- Ability to communicate effectively and professionally with staff and public;
- Ability to work independently in the absence of supervision;
- Knowledge of computer applications including Microsoft Office.

**Work Schedule:**

This position includes a flexible schedule, with some days, evenings and weekends as the public programming is scheduled. Most work-weeks are 35 hours, with the option to increase to 40 hours as needed for programming. Time off is unpaid, but can be accommodated within reason.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.

Tasks involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

**To Apply:**

Your cover letter should detail why you chose to work in health education, and why you want to offer this education via our public library. Additionally, please send your resume and three professional references: [apaloutzian@nolalibrary.org](mailto:apaloutzian@nolalibrary.org) by June 1<sup>st</sup>.

**Note:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of New Orleans Public Library. Both the Friends of the New Orleans Public Library and the New Orleans Public Library are equal opportunity employers.