

SELF ENHANCEMENT, INC.

3920 North Kerby, Portland, OR 97227-1255
(503) 249-1721....(503) 249-1955 - Fax

JOB DESCRIPTION

Environmental Health Coordinator (Part-time)

The Environmental Health Coordinator is responsible for working with low income and at risk families. They will assist the family to implement structural deficiencies in the home that impact health and environmental health behaviors of the family as needed through the health homes assessments. This is a part-time position that reports to the Director of Community and Family Programs. Self Enhancement Family and Community Programs is located at the OAME Center, 4134 N. Vancouver, Portland OR 97227.

PRIMARY RESPONSIBILITIES

- Conduct interviews to identify level and type of appropriate services.
- Conduct healthy home assessments, and provide education, referral and case management services to families enrolled in the project.
- Support the design and implementation of culturally appropriate healthy home assessment, education and case management tools that will support the Healthy Home project.
- Collect and document project data to monitor healthy home interventions/remediation.
- Assist families to access remediation and intervention services. Screens for resources eligibility and determines plan of action.
- Attend project meetings; provide community education and resource services.
- Maintain files and documentation as required.
- Perform other related duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Public Health, Social Services or in a related field desired. Two years of work related experience may be substituted for education requirement.
- Experience working with diverse populations, including ethnic and minority populations (immigrant/refugee, Hispanic, Russian, Vietnamese, and African-America).
- Experience in at least two of the following areas; residential housing construction, healthy homes principles, case management/social services and/or low income housing.
- Ability to work as part of a team as well as independently, be highly organized, self-motivated with effective time management skills.
- Experience providing community outreach and public health education.
- Experience conducting needs assessments and initiating support services.
- Must have effective interpersonal skills with the ability to interact with people of varying social, economic and education levels.
- Must have the ability to successfully motivate and connect with others.
- Must have excellent computer skill.
- Must have a valid Oregon driver's license; be insurable under SEI's auto coverage, and access to vehicular transportation.

SALARY & BENEFITS

- \$12-15 per hour/32 hours a week.

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time. Updated 7/09