Position: Peer Education Intern  
Supervisor: Director of Nursing  
Effective Date: November 1, 2019

Position Summary

Under the Breath Free Project the Peer Education Intern educates high school/middle school students on cessation strategies and the effects of vaping. The Peer Education Intern instructs in a classroom environment and performs group discussions on education and prevention of vaping.

Responsibilities

- Conducts surveys among target demographic students for research of vaping use
- Produces metrics in relation to target demographic students
- Develops prevention plans with target demographic students
- Collaborates with other Peer Education Intern to develop and deliver education materials
- Obtains current demographic information is accurate as needed
- Maintains strict confidentiality
- Adhere to HIPAA policies and regulations
- Participates in staff meetings, training sessions, and other meetings as directed
- Performs other duties as assigned

Minimum Qualifications

- Current high school student in good standing
- Knowledge of standard office policies and procedures
- Experience working on computers; Microsoft Office products
- Knowledge of standard office machines including copier, fax, multi-line telephone, printers, etc.
- Ability to manage multiple tasks
- Ability to work independently and to use good judgment
- Ability to work effectively and harmoniously with co-workers and function as a team member

Required Skills/Knowledge/Abilities

- Ability to interface with all levels of personnel in a professional manner
- Ability to work with people of all social and ethnic backgrounds and within the constraints of government funded programs
- Good verbal and written skills necessary for communication with patients/clients, providers and other staff
• Ability to handle confidential material and information in a professional manner
• Familiar with operation of telephone, fax and copier equipment
• Ability to perform a high volume of detail work with speed and accuracy
• Demonstrated dependability and adherence to all safety regulations

Physical Demands Required to Fulfill Essential Functions of this Position
Employee must be able to sit for long periods of time. Employee must be able to focus on tasks while in an active office environment where conversation and noise are prevalent. Employee must be able to operate a keyboard, write, speak, and hear. Employee must be able to read small print both on paper and on a computer screen for long periods of time. Employee must be able to bend and reach to the top of a five-drawer filing cabinet. Employee must be able to lift boxes of no more than 30 lbs.

Working Conditions
There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.

Additional Requirements
• Submit to and pass a drug test
• Successfully complete a criminal background check

Equal Employment Opportunity Statement
La Pine Community Health Center (LCHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. LCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

Receipt for Position Description
I, _____________________________ acknowledge I have read this job description and fully understand the requirements and expectations set forth therein. Furthermore, I have received a copy of the most recent version of my Position Description; I am able to complete all job responsibilities with or without reasonable accommodation.

____________________________________  __________________________
Signature                                      Date