



## **PITTSBURGH POISON CENTER IS HIRING!**

### **The Pittsburgh Poison Center currently has an opening for a Community Program Educator.**

#### **Description**

The CPE will be responsible for: leading and managing the Pittsburgh Poison Center (PPC) education programs, initiatives, communications and services, for overseeing and developing partnerships, committees and collaborative initiatives that focus on reducing the injury/incidence of poisoning and promotion of PPC services throughout the service area, and for collaborating with PPC leadership on strategic goals and outreach opportunities, when needed. This position will work mostly daylight, but will require some evening/weekend shifts for community events.

#### **Responsibilities:**

- Designs and implements appropriate evaluation tools to determine program effectiveness.
- Coordinates the dissemination of poison information through media, state-wide blast e-mails, lectures, health fairs, and other requests made to the PPC.
- Represents the PPC at community events and in professional organizations, committees, conventions, and other events.
- Manages the logistical support of education events and ensures the timely delivery of poison prevention education materials to poison prevention education events held in the PPC's service center.
- Manages poison prevention education program delivery to public health agencies, community organizations, general public and health care providers.
- Assesses community needs to determine appropriate poison prevention interventions.
- Manages, maintains and expands PPC online presence, including PPC social media sites.
- Maintains a system to collect, analyze and report information on programs presented, materials distributed, and contacts made throughout service area. Provide regular reports on education efforts.
- Coordinates with the development staff to obtain grants and corporate funding; assists in developing and writing grant proposals.
- Management functions include: operations, budget, communications, staff and project/program development.
- Recruits volunteer poison prevention educators from a variety of organizations such as local and county health departments; acute health care hospitals; physician, nursing, pharmacy and EMS organizations; school nurses; public libraries; and community based organizations throughout the state in order to increase the number of events held and people reached with poison prevention and awareness message.

#### **Qualifications**

Bachelor of Arts or Bachelor of Science Degree in Health Science, Nursing, Education or a related field.

Two (2) years of experience in healthcare, public health education, community outreach or related experience.

Excellent communication skills a must (verbal and written). Proven understanding of social media and associated analytic tools. Proficient computer skills. Must possess the ability to work independently. Previous Poison Center experience (preferred). Experience working with multiple audiences preferred (adolescent, young adult, adult, geriatric). Must be able to travel throughout service area (44 counties in Western PA. Must be able to lift at least 30 lbs.