



Ensuring Stability through Action in our Community  
*Sustainable Homeownership Center*

+\*\*\*\*\*JOB ANNOUNCEMENT\*\*\*\*\*

### Boston Asthma Initiative

Job Title: Health Educator/Case Manager

Reports To: Executive Director

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#### **General Summary/Overview:**

The person in this position will be responsible for conducting asthma home environmental assessments for patient families in the Boston & surrounding communities. Responsibilities include asthma self-management and environmental control education; coordinating access to community resources, programs and support services; implementing provider recommendations and making referrals for additional services as needed. The individual will coordinate with Children's Hospital Boston staff and other health providers to deliver services to children and families and promote the continuity of care by serving as a key link between the patients' providers, schools and families.

#### **Duties and Responsibilities:**

- Coordinates with Children's Hospital Boston's program nurse coordinator in identifying children for this pilot intervention
- Contacts client regarding availability of home environmental assessment opportunity.
- Visits children's homes to identify asthma triggers and provide necessary education and in-home interventions to help families eliminate or control them; provides information and referrals regarding health care access, insurance, housing, education and other identified needs.
- Contacts caregivers to inform them about program availability and to assess provider perspectives on patient's asthma educational needs.
- Acts as liaison to school administrators, teachers and nurses.

- Collect and inputs data as required for record keeping and evaluation of the program.
- Compiles and prepares written reports of activities on a quarterly basis.
- Attends and participates in staff meetings and educational activities.
- Contributes to future growth and development of program.
- Perform other duties as necessary.

**Qualifications:**

Bachelor's degree preferred or equivalent experience. Prefer fluency in Spanish, Haitian Creole, and/or Cape Verdean Creole, and English. 2-4 years of community outreach experience. Knowledge of community based programs. Knowledge and familiarity of asthma and the neighborhoods of Boston and surrounding communities (on occasion). Case management experience. Strong communication, organizing, and problem solving skills. Ability to work in a team as well as take the initiative. Must have valid MA driver's license and car.

**Working Environment:**

Normal office conditions, and home visits, which require employee to drive to families' home in the Boston and surrounding communities. Training to be provided.

Please contact William Minkle for more information at (617) 524-2555 or fax your resume and cover letter to (617) 524-2430 or email to [bminkle@esacboston.org](mailto:bminkle@esacboston.org)