



Position Title: Health Literacy Project Director

Reports To: Provost and Vice President for Academic Affairs

Department: Academic Affairs

Classification: Full-time, Grant-Funded, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

To guide health literacy strategy and meet project's health literacy goals and objectives by providing technical expertise related to all aspects of program implementation including COVID-19 health literacy campaigns, and provider education events; teach up to three health literacy courses at Lemoyne-Owen College.

DUTIES AND RESPONSIBILITIES

- Reviews health information to ensure that it is understandable and actionable [e.g., using Suitability Assessment of Materials (SAM), PE-MAT, CDC Clear Communication Index]
- Evaluates learners' understanding of any Information provided (e.g., teach back)
- Identifies and addresses the Intended audience's characteristics, needs, and interests when communicating health information
- Understands and conforms to commonly accepted standards of appropriate grammar, punctuation, and style for health literacy (writing like people talk, using a conversational tone, etc.)
- Incorporates evidence-based health literacy writing, organization and design principles and practices into the creation of education materials
- Collaborates with subject matter experts in the development of health messages
- Initiates and leads the development and execution of data-informed strategies to address the needs of groups at risk for limited health literacy
- Uses plain language in public health information and health behavior recommendations
- Develops health and safety information that is understandable, accessible, and actionable
- Applies a health literacy perspective to health promotion, disease prevention, risk communication, and chronic disease management programs
- Assesses the learning needs and preferences of individuals, community members, and groups, and develops appropriate, audience-specific plans to meet those needs
- Creates training programs that implement health literacy priorities. (e.g., Ten Attributes of Health Literate Health Care Organizations, teach back)
- Develops evidence-based health content for a limited-literacy audience (e.g., booklets, guides, fact sheets, web content, videos)
- Uses best practices when communicating about numbers to address common challenges with numeracy
- Demonstrates an understanding of diverse cultures, languages, and perspectives (e.g., rural, urban, adolescents, Individuals who are hearing Impaired)

- Incorporates cultural factors and diverse perspectives into health literacy activities
- Addresses the strong relationship between the social determinants of health and health literacy in action plans
- Identifies high-risk situations that impede understanding of health information and services, and develops strategies to remove or mitigate effects of these impediments
- Applies health literacy research and best practices to health programs and interventions
- Confirms that health literacy practices and materials comply with accreditation, standards, and regulations (e.g., CLAS, Federal Plain Writing Act, Medicaid, National Health Education Standards)
- Evaluates health literacy outcomes of quality and performance improvement initiatives
- Formulates and implements plans to facilitate community-based participation in health activities
- Ensures the intended audience and those who support them are included in the design
- Implementation, and evaluation of health education, information, and services
- Facilitates connections among adult literacy programs, health organizations, and community partners to address health literacy needs
- Develops partnerships with key community stakeholders, community-based organizations, and business or government partners that advance health literacy in the community
- Uses nonjudgmental, non-shaming behaviors with people who have limited literacy or limited health literacy
- Contributes a health literacy perspective to organizational or community-based initiatives (e.g., community consultation, public health campaign)
- Interacts with all stakeholders in Inclusive ways that build trust, open communication, and strengthen transparency
- Understands the vital role health literacy plays in advancing health Justice and achieving health equity

MINIMUM QUALIFICATIONS

- Advanced degree(s) or experience in such fields as public health, health education, nursing, or equivalent
- Minimum of 2-3 years of health literacy experience; specific to best practices in communication, the educational needs of patients, families, organizational systems, and communities
- Minimum 1 year of teaching experience; 2+ years {preferred}

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong verbal, written and presentation skills required
- Knowledge and/or experience in health literacy principles and techniques
- Experience in a health services environment strongly preferred
- Strong organizational skills, attention to detail and problem-solving abilities required, with project management and event planning experience preferred
- Occasional travel required; must have access to vehicle

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please