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**Urban League of Greater Pittsburgh**

**The Warner Center**

**332 Fifth Avenue, Fourth Floor**

**Pittsburgh, PA 15222**

**Department:** Administration

**Job Title:** Health Advocate

**Reports to:** President & CEO

Job Description: Health Advocate, CTSI Health Outreach and Education Office

Note: The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race, ethnic origin, religion, sex, gender identity, sexual orientation, color or physical or mental abilities. Continued funding for this position is contingent upon annual appropriations.

**Position Summary:**

The Health Advocate provides a link between the Urban League of Greater Pittsburgh staff and clientele, the local community and researchers of health sciences in the Pittsburgh region. The Health Advocate works under the supervision of the Urban League of Greater Pittsburgh President and CEO (with additional oversight and guidance from CTSI Co-Director and her/his designated team members as assigned) to provide and support this academic/community linkage. The Health Advocate carries out the daily tasks associated with the Urban League’s health outreach and education efforts, and prioritizes community health needs in programming, to ensure that the priorities of the community are conveyed to CTSI partners. To facilitare connections and partnerships, this position is located at the Urban League of Greater Pittsburgh where theUrban League Health Education Office (HEO) provides care navigation services and information about and connection to relevant health research to Urban League clientele across the lifespan,

**The overall goals of this Health Advocate position are to:**

1. Provide ULPGH clients and their networks with information about services related to, providing health access, or to health care in the greater Pittsburgh communities (including health care policies such as the Affordable Care Act);
2. Build research and practice partnerships among health, medical, education and business communities across Pittsburgh.
3. Increase health research participation from minoritized communities and underserved populations and assist to disseminate health research in a meaningful way in these communities; and
4. Oversee the administrative operations of the Health Education Office including providing monthly reports that adhere to both the Urban League and CTSI reporting requirements.

**These goals are achieved through the following types of activities:**

1. Facilitating small and large group health information sessions on specific topic areas that integrate the University of Pittsburgh research faculty, including “Lunch & Learn” and “Dinner & Dialogue” series;
2. Organizing health and research outreach activities designed to promote wellness and community awareness and participation in preventative health promotion and clinical research activities through coordination of the Health and Wellness Village at the annual Thanksgiving Distribution;
3. Oversee and staff the nurse interns of the Health Education Office to maintain operating standards and assure the quality and safety of services provided to clientele;
4. Providing Urban League clientele with one-on-one counseling and services including, but not limited to, health education, care navigation, research promotion and recruitment, health advocacy, health insurance enrollment counseling and health improvement plan development;
5. Providing written content and edits for the “Take Charge of Your Health Today. Be Informed. Be Involved” New Pittsburgh Courier collaboration page and identifying appropriate community resources to be featured on the page;
6. Connect Urban League clientele to stakeholder resources;
7. Production of health and research informational videos in partnership with CTSI, which will run on close-circuit television within the main office location and satellite sites;
8. Creating content that represents and promotes the Urban League/CTSI partnership in a variety of circumstances, for varied constituencies.

**Qualifications:**

* Experience working to address public health issues in urban low-income communities
* Strong interpersonal and communication skills
* Experience and comfort with public speaking
* Team-oriented
* Knowledge of community-benefit health resources in the greater Pittsburgh region
* Ability to use skills to accomplish the goals and objectives of the Health Education Office
* Self-starter with the ability to fulfill tasks promptly and accurately
* Goal oriented
* Ability to multi-task
* Knowledge of outcome-based performance goals
* Experience with budget management
* Ability to provide services to varied program constituencies
* Desire to advocate for the transfer of knowledge between the research academic community and folks with the lived experiences of the research

**Education:**

Minimum of Bachelor’s degree with three-to-five years of relevant experience, or a combination of relevant education and experience. Health background and knowledge preferred.

**Work Environment:**

The noise level in the work environment is normal for an office environment.

**General Sign-off:**

The employee is expected to adhere to all agency policies. Act 33/34 Clearances may be required.

**Note:**

The Job Specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other duties as may be required by their supervisor

**Application procedures:**

**Submit application and updated resume to the Esther L. Bush, President & CEO, Urban League of Greater Pittsburgh, The Warner Center, 332 Fifth Avenue, Fourth Floor, Pittsburgh, PA 15222 or via email at** **ebush@ulpgh.org**