

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Bilingual Instructor – Home Health Aide (Spanish/English)

Department: Adult Education

Reports to: Program Director

Hours: Part-time; 15 hours per week teaching, 2 hours per week prep

Position Summary:

The Instructor teaches Basic Education classes that prepare students to enter a Home Health Aide (HHA) Certification Program. Students will learn the academics needed to enter a HHA Certification Program, but also will be prepared to become employed as a Home Health Aide. Instructor will collaborate with the Case Manager – HHA to assist students, place them in training, and follow-up on their employment status. The Instructor will report directly to the Director of Adult Education.

Responsibilities:

- Lead outreach and recruitment of HHA students.
- Teach basic literacy, test taking skills, job readiness and related health topics to prepare students to enter a Certified Home Health Aide Training.
- Create and implement a research-based curriculum.
- Take attendance daily. At minimum, maintain 15 students per session.
- Administer pre- and post-test TABE for all the students in the class.
- Collaborate with Case Manager to offer support and referrals to students in the program.
- Attend staff meetings and collaborate with Adult Education team to plan and design classes based on the learning needs of the students.
- Maintain communication with Adult Education Program Director about class activities and progress.
- Submit student attendance, in-take forms, and testing information to Case Manager to ensure timely input of student information into database by set deadlines.
- Additional duties as assigned by supervisor.

Qualifications:

- Associate's Degree in related field and two years experience teaching home health aides or job readiness.

- Home Health Aide Certification or related health certification.
- Experience working with urban adults and immigrants.
- Bilingual (English/Spanish)
- Excellent interpersonal skills.
- Excellent communication, organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

To Apply:

Please send cover letter, resume, salary requirements, and references to:

hr@unionsettlement.org.

Please indicate Bilingual Instructor – HHA in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER