

# 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](http://www.unionsettlement.org).

**Position:** Home Health Aide/Health Care Preparation Teacher  
**Reports to:** Adult Education  
**Hours:** Part-time  
**FLSA:** Non-Exempt

### Position Summary:

This is a key position in a grant that is designed to help Spanish-speaking adults who are learning English, be accepted into health related training programs (i.e. Home Health Aides), or entry level positions in the health care field. The Home Health Aide/Health Care teacher is a part-time position that involves preparing ESL adult students for training programs and/or for entry level position in Health Care.

### Responsibilities:

- Assess the students' readiness for trainings in Home Health Aide and Health Care.
- Prepare a contextualized bilingual curriculum that prepares students.
- Take daily student attendance and discuss with Case Manager Students' performance and attendance.
- Maintain roll book up to date and submit it in a timely manner.
- Maintain students' files with documents pertaining to students' progress.
- Maintain communication with Adult Education Program Director about class activities and progress.
- Additional duties as assigned by supervisor.

### Qualifications:

- Bachelor's Degree in health care or a related field
- Excellent reading and oral communication skills in *Spanish* and in *English* (classes are in both languages)
- At minimum two years' experience teaching in health care.
- Experience teaching or working with urban adults and immigrants.
- Excellent interpersonal skills.
- Excellent communication, organizational, verbal, and written skills.
- Experience using technology in the classroom.

- 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:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org).

Please indicate Adult Education – HHA Instructor (Bilingual) in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**