



HEALTHY WOMEN, HEALTHY FUTURES OKLAHOMA (HWHF) A Program of the Community Service Council

JOB TITLE: Burmese Community Peer Educator (Sia Mah Nu) Program Community Coordinator

SECURITY LEVEL:

CLASSIFICATION: Interim Part-time (.50 FTE)

REPORTS TO: Healthy Women, Healthy Futures Program Director, Community Service Council

PURPOSE OF POSITION: Under the supervision of the HWHF Program Director, the Coordinator will educate and supervise Sia Mah Nu (Burmese Community Peer Educators-BCPE) as they learn and teach other Burmese women/families how to access community resources, understand child development, navigate health and education systems, and enhance their health and that of their families. The Coordinator will also lead, collaborate with and advise the Sia Mah Nu to connect families with information, and to provide resources and support that will positively impact their families' health, their children's development and education.

ESSENTIAL JOB FUNCTIONS:

1. Organize, schedule and teach Sia Mah Nu / Burmese Community Peer Educator and hostess workshops and trainings.
2. Provide supervision, support and guidance to cohorts of community peer educators as they implement their role in the community.
3. Coordinate and assist in the outreach, recruitment, engagement of program participants and coordination of efforts with community partners.
4. Participate in ongoing and in the creation of community partnerships that invite, welcome and promote effective Burmese refugee family engagement (e.g. Mayor's office, school districts).
5. Promote the purpose and outcomes of the Sia Mah Nu program to the community and state by assisting Director of Communications to develop and dispense resource information and for marketing purposes.
6. Support parents and caregivers to identify gaps, barriers, and or issues that interfere with a child's healthy growth, development and readiness to learn. (e.g., utilize Ages and Stages Screenings).
7. Assist Sia Mah Nu to link families to needed programs and services including relevant Community Service Council programs/services.

3/31/2021



8. Review and update Referral Resources information twice each year and class curriculum annually.
9. Coordinate participant program “graduation” activities including venue, refreshments and certificates.
10. Coordinate data collection methods and entry with data system provider and HWHF Director.
11. Promote information and understanding of the Burmese population to the Tulsa community.
12. Communicate any needs, program and/or data issues with HWHF Sia Mah Nu project team.
13. Regularly participate in HWHF team and CSC staff meetings.
14. Submit summaries of program activities as requested.
15. Attend any trainings that are mandated by project team and/or Community Service Council.
16. Assist the Director of Healthy Women, Healthy Futures and/or Community Service Council’s Chief Strategy Officer with Sia Mah Nu Program fundraising or grant writing.
17. Other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor’s degree in health-related field is preferred. Some college or vocational training is required. Degrees awarded in native country will be considered.
- Proficient verbal and written communication skills in both English and Zopau and/or Burmese.
- Experience with and ability to implement a community worker program.
- Must possess knowledge of the importance of health, nutrition, child development and education in the Burmese population.
- Ability to understand the needs of the community and connections to implement community driven strategies.
- Ability to work independently, communicate effectively and work as part of a team.
- Strong computer knowledge for developing teaching materials, questionnaires, flyers and reports.
- Willingness to work flexible hours, including evenings and weekends.
- Must have reliable transportation.
- Uphold the mission, vision and core values of Community Service Council.



EQUIVALENT EDUCATION AND EXPERIENCE

1. Bachelor degree in health related field is preferred. However, may be working toward a degree, A degree awarded in country of origin will be considered.

2. Experience in USA or country of origin working in health-related education or child development field.

PHYSICAL REQUIREMENTS

Standing	F	Walking	F	Sitting	C
Lifting	O	Carrying	O	Pushing	
Pulling		Climbing		Balancing	
Stooping	O	Kneeling		Crouching	
Crawling		Reaching	O	Handling	
Fingering		Feeling		Talking	C
Hearing	C	Tasting/Smelling		Near Vision	C
Far Vision		Depth Perception		Color Vision	C

Legend: C=Constantly, F=Frequently and O=Occasionally