

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE: Nurse Educator **SALARY GRADE:** HU-14
DATE REVISED: December 1, 2014 **EEO CODE:** 01
JOB CODE: 4216 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: This position is responsible for planning, implementation and evaluation of assigned training programs, technical assistance and other activities related to the project. Functions as health educator with formal programs, clinical training and consultation to a variety of providers, agencies and programs. Responsible for coordination of the clinical content of training, consultation, and technical assistance.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include students, faculty and staff. External contacts include hospital officials, local health departments, community providers and the general public.

PRINCIPAL ACCOUNTABILITIES:

Develops clinical-related materials, program design for conferences, workshops. Responsible for preparing reports, summaries and documents related to training, consultation, technical assistance and process and outcome evaluations.

Participates in relevant committees, planning groups as needed both internally and externally. Participates in the collection and entry of data for outcome studies and other activities.

Develops curricula, coordinates, and implements HIV educational programs for health care professionals in the District of Columbia.

Speaks at HIV educational programs for health care professionals and students.

Writes, designs, and distributes promotional materials, including brochures, flyers, and print advertisement.

Prioritizes local needs in an on-going needs assessment and develops new curriculum and programs to meet those needs.

Serves as programs spokesperson and acts as a consultant and presenter to interested health care professionals.

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CORE COMPETENCIES: Basic knowledge of HIV/AIDS.

Skill in the operation of computers, related software applications and standard office equipment, in a timely accurate and efficient manner.

Good communication skills, with competence in both oral and written English.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and parents and the general public.

Ability to work staggered hours of duty as scheduled/or beyond hours to complete assignments.

Basic knowledge of HIV/AIDS is needed. Ability to coordinate educational programs and speak at seminars are essential. Interactive skills applied to a variety of health care professionals and others are vital. Computer skills are critical. Ability to drive long distances during the day and night is necessary.

MINIMUM REQUIREMENTS: Bachelor's degree in Nursing or related field and 7-10 years of progressively responsible experience. 14 years of related work experience may be substituted in lieu of educational qualifications. Proof of professional license.

Note: This position description 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 related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management

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