



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Healthy Heart Ambassador (HHA)**

Status: Part Time

Department: Wellness

Reports to: Erika Knott, Wellness Director

Revision Date: 10/17/2017

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. As a Healthy Heart Ambassador (HHA), you play an important role in supporting participants as they work to develop the behavior of self-monitoring and tracking their blood pressure. You will build relationships and create an environment that is encouraging and judgment-free.

ESSENTIAL FUNCTIONS:

1. HHA should model and discuss proper techniques for monitoring blood pressure
2. Enroll participants which includes: making sure the participant qualifies, completing forms & collect an initial reading
3. Take and record participant's blood pressure during Office Hours
4. Encourage regular monitoring of blood pressure.
5. A HHA will send weekly support messages to an assigned group of participants.
6. Recruit new participants
7. Present monthly Nutrition Seminar
8. Attend monthly meetings
9. Collect health information and keep it confidential
10. Asks and answers questions from program participants and members to support them in achieving their goals related to health and well-being.
11. Maintains working knowledge of blood pressure and trends to provide effective information and support to members.
12. Builds effective, authentic relationships with members; helps members and program participants connect with each other and the YMCA.
13. Observes and adjusts approach to support all participants' capabilities, physical conditions, health, and culture.
14. Celebrates achievement of program participants related to program or personal goals, mastering of specific skills or overall health and well-being.
15. Keeps accurate records.
16. Follows YMCA policies and procedures; responds to emergency situations.
17. Performs other duties as assigned.

QUALIFICATIONS:

1. Required certifications: CPR, First Aid, AED within 30 days of hire.
2. Orientation to Healthy Living at the Y & Foundations of Listen First within the first two weeks of hire
3. HIPAA Privacy & Security Training within the first two weeks of hire
4. Blood Pressure Self-Monitoring Program Healthy Heart Ambassador Training within the first two weeks of hire.

Hastings Family YMCA
1220 W. 18th St/1430 W. 16th St.
Hastings, NE 68901
P 402-463-3139

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to conduct classes and activities.
- Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____