

PEER HEALTH EDUCATORS

UNIVERSITY OF WISCONSIN-PARKSIDE

Position Information Packet

Position Title:	Peer Health Educator (PHE)	Supervised by:	Marcy Hufendick
Start/ End Date:	August/ May (academic year)		

The Peer Health Educator Program:

Is housed in the Student Health & Counseling Center (SHCC) at the University of Wisconsin-Parkside. This program is based on a philosophy of wellness aimed at educating students on current health and wellness issues through a positive peer model approach.

Position Overview:

A PHE is a student leader that works in and as a group to help bridge the gap between students and campus resources with the goal of improving student wellness. A PHE's responsibility is to provide information through discussion with peers on a variety of issues in the area of general wellness. Together as a PHE team, focus is on disseminating information in creative ways to encourage healthy lifestyle choices: this includes, but is not limited to, interactive informational events, tables or meetings on campus.

Minimum Qualifications (all qualifications will be verified):

- Enrolled degree-seeking undergraduate
- Maintain a 2.5 cumulative GPA
- Available for given training dates
- Freshman academic status or higher
- Leadership skills
- Positive role model
- Desire to educate peers

Position Responsibilities:

- Attend PHE team trainings
- Plan and execute events, bulletin boards, tables and promotional materials
- Attend weekly 1-hour meeting at noon on Mondays (academic year)
- Work collaboratively with team members and campus resources
- Positive demeanor towards all persons
- Keep PHE team office organized and clean
- Interact with peers to inform them on wellness issues in a nonjudgmental way
- Use innovate ways to reach peers on campus

Compensation

Hourly rate; 8-10 hrs. Some occasional evening hours required, based on event scheduling. PHEs have access to the PHE team office (located in the SHCC) and its resources. Team apparel is provided, as are food vouchers and lodging (as needed) during training.

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Competencies

These skill sets are desirable from a student in the PHE position. Although the PHE program is committed to helping you grow and excel, applicants should be able to demonstrate a basic level of proficiency in the following areas:

Communication

Ability to listen actively, participate in discussions, and express information/ideas to peers, team members and other personnel. Ability to provide appropriate responses, whether written or verbal, on behalf of the team. Willingness to provide and accept feedback; ask and receive help.

Self- Management

Skills to successfully manage educational, employment and personal commitments. Handles stress in appropriate ways that allows for flexibility and adaptations. Ability to handle work time effectively without supervision. Initiative and self-motivation to complete assigned tasks.

Leadership

Positive role model for peers. Ability to resolve conflict in a professional manner. Can contribute to event planning and execution. Respects inclusivity and can educate persons of all background on health and wellness related topics.

Emotional Intelligence

Treats all persons with dignity and respect. Sensitive to others' perspectives, cultures, experiences, limitations, and beliefs. Demonstrates self-awareness, reflection and empathy towards others.

Professionalism

Presents self in a polished manner; mindful while communicating with peers, team members, faculty and other personnel. Punctual and positive when attending meetings, events and other job related commitments.

Critical Thinking

Demonstrates ability to resolve conflicts, suggest better solutions and formulate new ideas. Flexible in brainstorming- can express alternate ways to accomplish tasks more efficiently.

Confidentiality

The ability to respect the privacy of individuals and not share information inappropriately.

Commitment

Dedicated to completing tasks that are given. Feels obligation to team and responsibilities of position.

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What to expect to do as a PHE

The PHE position starts with a comprehensive training that prepares the PHE team members to accomplish their job responsibilities during the academic year.

Following training, PHE's use a wellness approach to organize and present awareness on the various areas of the wellness wheel which includes these dimensions:

1. Occupational
2. Physical
3. Emotional
4. Intellectual
5. Interpersonal
6. Cultural
7. Spiritual
8. Environmental
9. Financial

Topic areas that have been addressed include: alcohol, drugs, sexual health, body image, stress relief, breast cancer, heart disease, and skin cancer, suicide awareness, nutrition.

PHEs disseminate information through both active and passive means, including: windows, informational tables, events on campus and in residence halls, and at campus organization meetings (to name a few). PHEs are always looking for new and innovative ways to convey information to the campus community.

Additionally, PHEs may give presentations on and off campus by request.

Position Terms and Conditions

LENGTH OF EXPERIENCE

Summer: Training begins in August and lasts a few days. These days differ depending on availability but the team will always know of training dates at least a month in advance.

Spring: In September, after the first day of classes, PHE events and all activities begin as planned throughout the fall semester.

Winter: During winter break, PHEs meet for training again to continue to gain knowledge and get a head start on programming. This winter training begins in late January and lasts a few days. These days differ depending on availability but the team will always know of training dates at least a month in advance.

Spring: In February, after the first day of classes, PHE events and all activities begin as planned throughout spring semester. The term for PHE finishes upon a closing meeting. PHE term is **not** limited to one academic year.

TRAINING

Training is MANDATORY. All members must attend training in its entirety. The goal of training is to educate PHEs on topics concerning the student body and are modelled by the wellness wheel approach. PHEs not only learn about wellness topics but also learn how to reach the student body with respect to the diversity of its population. What is learned in training is expected to be implemented during the semesters. The team also learns to work together through team building.

MEETINGS

PHE meetings are mandatory and are held every Monday from 12:00PM-1:00PM in the Student Center. The location of the meetings is subject to change based on room availability.

PERFORMANCE

Throughout the academic year, there will be four one-on-one performance review times with the head of the PHE program and/or team captain(s). The purpose of these reviews is to assess individual development and provide constructive yet positive feedback on job performance. In addition, there are event evaluations that are completed individually and discussed as a team.

Accountability

It is the responsibility of each PHE to hold themselves and the team to the standards, expectations and competencies listed above. The PHE's team success relies heavily on accountability. To ensure PHEs are held accountable the following process is in place.

Step 1: Warning (conversation with team captain and official letter sent to supervisor)

Step 2: Probation (conversation with supervisor and action plan agreement)

Step 3: Termination (conversation with supervisor and removal from PHE position)

Should there be an incident that is deemed as a major violation, the PHE program reserves the right to terminate employment without warning or probation steps.

PHE Selection Process

The First Step: **Review “Position Information Packet” Document**

- This document can be found on our website or can be sent via UWP email. Please email the PHEs at peerhealtheducators@uwp.edu

The Second Step: **Online Application**

- Online application is reviewed on a rolling basis
- Access must be granted to begin the PHE online application. Please email at peerhealtheducators@uwp.edu, once the first step has been completed, for access to the link
- The online application is very short and should take a few minutes
- Acceptance or denial to interview will be sent via UWP email

The Third Step: **Interviews**

- Interviews are conducted on a rolling basis
- Once application is received and reviewed, applicants will receive an invitation to step up an interview via UWP email by the PHE Coordinator or Assistant Coordinator
- A letter of offer or regret will be sent to every applicant through their official UWP email

The Fourth Step: **PHE Training**

- Once hired on, invitations to train will be sent out via UWP email
- Attending training in its entirety is mandatory
- Training dates differ depending on availability but the team will always know of training dates at least a month in advance