

Community Outreach Education Certification

FALL 2011

CHEC

Community Health Education Center
Lowell Community Health Center
144 Merrimack Street
Lowell, MA 01852

COMPREHENSIVE OUTREACH EDUCATION CERTIFICATE PROGRAM (COEC)

7 CORE + 7 HEALTH MODULES = 1 CERTIFICATE

COEC Program is a two-part training program that introduces Outreach Educators to a way of understanding health problems from a public health perspective. The training encourages you to become proficient on a variety of health issues affecting diverse communities. The trainings emphasize three skills needed to do effective outreach: interventions such as conducting educational sessions at community sites and to various cultural groups; proficiency in providing information and referrals on a range of health topics; and shaping health messages using each community's language and cultural traditions.

- To complete the COEC program, you must attend all CORE sessions, in addition to a choice of six other health modules.
- Enrollment is available for outreach workers who are employed by community health centers or community based organizations to do at least 20 hours a week of outreach education.
- No partial registration or replacements will be accepted. You must attend all training dates for the full length of the training session.
- You and your employer will be held to CHEC's training policies. Policy Agreement must be read, and signed by both attendee and supervisor to complete registration.
- Trainings are free of charge but enrollment is limited. Only three Outreach Educators per program allowed.
- Your registration confirmation is valid only when you have spoken directly (no messages, faxes or voice mail accepted) to CHEC's Outreach Network Coordinator, who will call you to verify that you will be present at all sessions and arrive no later than 9:45am to avoid automatic cancellation.

PART I: 7 CORE TRAININGS aim to improve Outreach Educators' skills in areas crucial to achieving positive outcomes through outreach work in their community.

<input type="checkbox"/> Public Health	October 4, 2011	9:30 am - 12:30 pm
<input type="checkbox"/> Cross Cultural Communication	October 6, 2011	9:30 am - 1:30 pm
<input type="checkbox"/> Leadership Skills	October 11, 2011	9:30 am - 1:30 pm
<input type="checkbox"/> Community Organizing	October 13, 2011	9:30 am - 1:00 pm
<input type="checkbox"/> Outreach Education I	October 18, 2011	9:30 am - 1:00 pm
<input type="checkbox"/> Outreach Education II	October 20, 2011	9:30 am - 3:30 pm
<input type="checkbox"/> Assessment Techniques	October 25, 2011	9:30 am - 1:30 pm

HEALTH MODULES

PART II: HEALTH MODULES are offered on a variety of health issues affecting the communities across the state. Each module covers important public health facts and local resources.

Adolescent Health

October 27, 2011 - 9:30 am - 12:30 pm

Understanding adolescent health issues, including substance use, violence, sex and mental health. Educational and prevention approaches for working with adolescents on these issues are discussed.

Sexually Transmitted Diseases

October 28, 2011 - 9:30 am - 12:30 pm

What are the differences between viral and bacterial STDs? Teach your clients about the symptoms, complications and treatments for STDs. Explore ways to make behavioral changes that will reduce your clients' risk of contracting STDs.

HIV/AIDS

November 2, 2011 - 9:30 am - 12:30 pm

What are the behaviors and other factors that put people at risk for HIV infection? Explore ways to educate your clients on risky behaviors, safer sex practices and other reduction strategies. Get up-to-date information about new tests and treatments.

Women's Health

November 7, 2011 - 9:30 am - 12:30 pm

Learn about women's health issues and taking care of women throughout their life span from a holistic approach. Explore the historical, socio-economical and community context of women's experience dealing with the health care system.

Substance Abuse

November 9, 2011 - 9:30 am - 12:30 pm

Explore your attitudes toward addiction and addicts. Develop skills for working effectively with those suffering from addiction. Learn about theories of addiction, approaches to treatment and recovery.

Family Planning

November 14, 2011 - 9:30 am - 12:30 pm

Learn about contraceptive methods, how they work, side effects and effectiveness. Identify family planning services in your area.

Mental Health

November 16, 2011 - 9:30 am - 12:30 pm

How do you identify a mental health issue, the level of risk and determine what is in the client's best interest? Discuss common signs and symptoms of mental health problems and techniques for working with clients resistant to seeking services and for handling crisis intervention.

Chronic Disease

November 21, 2011 - 9:30 am - 12:30 pm

This module focuses on two common disease Diabetes and High Blood Pressure. Participants learn ways of educating community residents about these diseases, the importance of early screening and investment in their own care and treatment.

Domestic Violence

November 22, 2011 - 9:30 am - 12:30 pm

How do we screen for abuse in a relationship? How do we offer help? Learn about the forms of abuse, the cycle of violence and abusers. Learn about risk assessments, safety plans and resources.

Emergency Care/CPR

November 29, 2011 - 9:30 am–3:00 pm

What can you do in an emergency before the ambulance arrives? Get information on strokes, choking, poisoning, bleeding, seizures, etc.

CHEC POLICY AGREEMENT

Both participants and their direct supervisors must provide signatures of agreement to show that both supervisor and supervisee fully understand and agree to comply with CHEC's training policies and procedures. CHEC reserves the right to establish and modify the training policies as deemed necessary.

REGISTRATION

- I. Priority will be given to Outreach Educators serving the Northeast Region.
- II. Non-registered individuals will not be allowed in the trainings.
- III. Registrants must meet eligibility criteria and must complete registration forms.
- IV. Participants will be notified by phone to confirm their registration. Participants will be contacted by CHEC staff prior to training date. Registration confirmation will be valid only when registrants have spoken directly to CHEC staff.
- V. Participants will be accepted on a first come first serve basis. Only three (3) participants from one organization/ program may be accepted per training contingent on availability of space.
- VI. Participants who cancel more than twice within two consecutive cycles will be automatically put on waiting lists for future trainings.

PARTICIPATION

- I. All trainings begin promptly at 9:30 AM unless otherwise specified.
- II. Participants who arrive 15 minutes after the training has started (i.e., 9:45 AM for a 9:30 AM training) will not be allowed in. Please allow adequate time for traffic, parking and other delays. If there is a need to cancel due to an emergency, please call CHEC before 9:00 AM (Office hours are 8:30 AM to 5:00 PM).
- III. Participants must notify CHEC of any cancellations 72 hours (or 3 days) prior to any training. Participants will be unable to register for training and all other registrations will be automatically suspended for one training cycle if they fail to inform CHEC of any cancellations or fail to show up the day of the training (networking luncheons are excluded).
- IV. Participants must attend training for the full duration to receive credit for the completion of training. Upon request, participants may receive a letter of completion if they have attended all sessions.
- V. Participation in some training series may require that participants attend all sessions.
- VI. The COEC program must be completed within three (3) consecutive cycles. The certificate will be awarded upon completion of the 14 sessions required.
- VII. Training not offered at CHEC will not be counted towards the completion of any training, with the exception of the Emergency Care/CPR training, in which case, COEC participants must provide a copy of a valid CPR or First Aid card.
- VIII. CHEC's office telephones are not available for participants' use.
- IX. Cellular telephones and pagers must be turned off or put on vibration mode during training. Calls should be made or answered only during breaks, except in case of emergency.
- X. Participants are responsible for all parking fees (approx. \$1-2 an hour)

SPECIAL ACCOMMODATIONS

- I. Any special arrangements (such as ASL interpreters) must be notified four weeks prior to any training.
- II. A 72-hour cancellation policy applies. Please call CHEC's Outreach Network Coordinator /or Training Coordinator to make arrangements.
- III. CHEC is handicap accessible.

EMERGENCY CLOSING

In the event of inclement weather conditions please call our office. CHEC staff updates voice message by 7:00 AM with information on delays, cancellations or closings.

TRAINEE AGREEMENT

POLICY AGREEMENT

My supervisor and I acknowledge that we have read and agree with Community Health Education Center (CHEC) policies and procedures. I agree to comply with all training policies and procedures in order to participate in any CHEC training, and I understand that my failure to comply may prevent my present or future participation.

Organization Name: _____

Program Name: _____

Complete Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Outreach Educator: (Name) _____

(Title) _____

(Signature) _____ **(Date)** _____

Supervisor: (Name) _____

(Title) _____

(Signature) _____ **(Date)** _____

Return to CHEC by mail, fax, or e-mail along with Registration Form.

MAIL:

Community Health Education Center (CHEC)
144 Merrimack Street
Lowell, MA 01852

FAX:

978-452-6602

EMAIL:

CHEC@lchealth.org

REGISTRATION FORM

Please complete this form in its entirety, including the following pages. Return **both the Policy Agreement and Registration Form to CHEC** e-mail or standard mail.

Name: _____ Date: _____

Organization Name: _____

Complete Address: _____

Phone: _____ Fax: _____ E-mail: _____

Supervisor Name: _____

Supervisor's Phone #: _____

Do you need individual arrangements (i.e., interpreters)? _____

Would you prefer online registration if it were available? _____

BASIC REQUIREMENTS:

1. Must have some work experience doing community based health work such as in the role of an Outreach Educator.
2. Must be employed by an organization to work at least 20 hours a week with responsibilities that include outreach education.
3. Employer & employee must read and sign Policy Agreement prior to or upon registration.
4. Must complete the following questions:

Briefly, describe your role as an outreach educator.

Identify the populations you serve.

Trainings are free of charge, but you will be held to CHEC's policies.

Breakfast and lunch are not provided.

Comprehensive Outreach Education Certificate

Check here to take all seven courses.

COEC Graduation is December 2, 2011 from 12:00 - 2:00 pm

Check the boxes below to select individual courses in the series.

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↓ Also choose (6) of the Health Modules below, plus the Emergency Care/CPR module (7 total).

Health Modules Fall 2011

May be taken separately or as part of the Comprehensive Outreach Education Certificate Program.

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ALSO OFFERED THROUGH CHEC:

Bridging the Gap - Professional Medical
Interpreter Training

Communication & Career Skills Series

Enhanced Medical Interpreting Workshops

VISIT US ONLINE AT:

www.lchealth.org/CHEC.shtml