Epilepsy Foundation of Southern Illinois
100 Aviation Drive, Suite B
Mount Vernon, Illinois 62864

EPILEPSY EDUCATOR
JOB DESCRIPTION

JOB TITLE: Epilepsy Educator

HOURLY POSITION

SUMMARY: The Epilepsy Educator presents information to employers, rehabilitation professionals, school nurse, law enforcement, and other agencies in the community.

REPORTS TO: Epilepsy Services Coordinator

The duties of the Epilepsy Educator include but are not limited to:

1. Coordinating school education presentations
2. Providing epilepsy education presentations to employers, rehabilitation professionals, school nurses, law enforcement, and other members of the community
3. Coordinate Epilepsy Foundation booth at health fairs and expos
4. Receiving information calls and responding appropriately
5. Receiving e-mail messages and responding appropriately
6. Receiving regular mail and responding appropriately
7. Providing education programs in outlying areas
8. Administration of school based epilepsy education enhancements
9. Assisting with planning and implementation of education seminars
10. Review outcome measurement tools for education presentations
11. Staff liaison for national foundation
12. Providing transportation assessment and assistance to clients for appropriate care
13. Providing agency outreach to the community
14. Provide administrative assistance with office duties
15. Participate in fundraising events as requested by the Epilepsy Services Coordinator
16. Perform other duties as may be assigned by the Epilepsy Services Coordinator

Qualifications:
Associate of Bachelor Degree in education, social work, or related field. Grasp of communication skills and knowledge of group dynamics. Microsoft Office experience. Comfortable speaking to large groups.

I HAVE READ AND RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION:

_____	_____	_____
Name	Title	Date
_____	_____	_____
Supervisor's Name	Title	Date