

TRI-COUNTY HEALTH NETWORK



Position: Bilingual Outreach Coordinator - Montrose
Supervisor: Care Transformation Manager

JOB SUMMARY:

The Bilingual Outreach Coordinator - Montrose is responsible for helping to improve the health of Montrose community members by conducting health screenings and creating action plans with clients to identify health-related goals, providing referrals and resources, and facilitating educational group classes in both English and Spanish. Under the general direction of the Care Transformation Manager, he/she will also increase knowledge of Tri-County Health Network's (TCHNetwork) programs and services within the Montrose community, build relationships with key partners, and conduct a variety of outreach activities and presentations.

DUTIES AND RESPONSIBILITIES: *May include the following, and other duties as assigned.*

1. Performs outreach and provides information about TCHNetwork services. Specific responsibilities include:
 - a. Identifying key events for TCHNetwork participation, coordinating participation through the use of an Event Planning Worksheet, and representing TCHNetwork at events
 - b. Participating in relevant councils, roundtables, and committees
 - c. Assisting in the identification and recruitment of community volunteers
 - d. Organizing and conducting meetings and/or presentations with existing and new partners and providing information about TCHNetwork and partner services
 - e. Identifying, initiating, and deepening relationships with community stakeholders
 - f. Coordinating and participating in special community events
2. Conduct cardiovascular risk screenings/retests throughout the community in both English and Spanish. Activities include:
 - a. Testing for client risk of cardiovascular disease and diabetes
 - b. Provide ongoing peer support, coaching, and case management to those considered "at-risk" of developing heart disease or diabetes on a regular basis (in-person, by telephone, or email)
 - c. Conduct required group trainings and additional screenings, as requested, to provide education and services to the community-at-large
 - d. Identify the need for, organize, and facilitate Chronic Disease Self-Management Program (CDSMP), Cooking Matters (CM), and other community training as needed.
3. Utilize OSCAR and TCHNetwork's member tracking system, to enter data, generate health recommendations, and track client interactions
4. Participate in required trainings, continuing education requirements (as applicable), and monthly program calls.

5. Other duties as required to ensure the success of the program and TCHNetwork.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

Applicants must have:

- A college degree and 2 years' experience in healthcare, leading groups, or volunteerism in the community; Or
- Any combination of professional and educational background that would enable performance of the full scope of the position.

SKILLS AND QUALIFICATIONS:

1. Written and verbal fluency in both English and Spanish
2. Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence)
3. Intermediate computer skills and proficiency in MS Word, MS Excel, and MS PowerPoint
4. Willingness to work flexible hours (some nights/weekends)
5. Strong public speaking and presentation skills
6. Valid driver's license with reliable transportation and car insurance with the ability to travel up to 90 miles to perform duties related to this position
7. Must meet physical requirements: While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is required to use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds

PERSONAL ATTRIBUTES:

1. Must possess demonstrated ability to relate to individuals of varied ethnic, cultural backgrounds, ages and economic circumstances
2. Ability to maintain client confidentiality
3. Ability to work in a fast-paced environment, remain calm under pressure, and be supportive of client needs
4. Advanced time management skills and ability to work independently

PREFERRED QUALIFICATIONS:

1. Resident of the community for at least the past 2 years
2. Knowledge and experience working in/with clinical or social service agencies in rural communities
3. Experience working with disadvantaged/underserved populations.