

## JOB DESCRIPTION

TITLE: Community Health Coordinator (Temporary - 8 months)  
REPORT: Clinic Program Manager  
Position: Full time/ Non-Exempt  
Location: Richmond and Antioch Clinics, CA

## **POSITION SUMMARY**

The Community Health Coordinator is part of the Brighter Beginnings' community health clinic programs. The Community Health Coordinator will help identify Brighter Beginnings patient and local community. The position requires that the individual participates in the development of new education programs and coordinate community outreach to families who are visiting the clinic and the community. The position will also conduct 1:1's or small health education groups within the clinics or for Community Based Organizations (CBO's). These health education workshops may take place in-person and/or virtually. The Community Health Coordinator will be coordinating community events to promote the agency and services we provide along with supporting our grant deliverables. The position must work collaboratively with the wrap-around team to ensure families are being supported. The Community Health Coordinator may include other clinic duties but not limited to flyer designs, outreach, presentations, ordering supplies, facilitating meetings, phone calls, follow-up on patient's care, and acts as a liaison between provider and patient. The Community Health Coordinator will also be responsible for supporting with the organization and implementation of grants.

## **QUALIFICATIONS:**

1. Bachelor's degree preferred in Public Health, Social Work, Sociology, Nursing or related field or equivalent combination of education and experience.
2. Two years of work and/or volunteer experience providing community health worker services in community education, community outreach, linking community members with social services, or advocating for community health /social service needs.
3. Previous experience in organizing outreach efforts preferred
4. Cooperative, collaborative work style – teamwork approach.
5. Clean CA Driver's License, being listed as an insured driver, and own vehicle required
6. Excellent interpersonal, verbal, and written skills and ability to effectively work with people from diverse backgrounds.
7. Strong computer skills required.

## **RESPONSIBILITIES:**

1. Participate in community engagement and outreach activities to promote Brighter Beginnings services and provide information to meet grant deliverables
2. Work with community organizations, attend collaborative meetings, and advise community groups in health activities
3. Participate in relevant meetings, trainings and collaborative activities
4. Documents work with clients through appropriate record keeping that follows Brighter Beginnings policies and procedures. Inputs intakes and assessments, service referral and networking, record keeping, data collection, quality assurance and monitoring, assessment update and follow up, and development of individualized service plans.
5. Make calls to our patients to follow up on appointments and conduct check-in calls
6. Enter patient information and social determinants of health in patient's electronic health record

7. Uses best practices, sharing of resources and prevention/health promotion education trainings
8. Plans, organizes, and coordinates activities to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters
9. Prepares for and participates in program reports, including the midterm and final report.
10. Responsible for ensuring that program services meet or exceed contract requirements for quality assurance.
11. Utilizes database information systems to monitor quality assurance and identify program trends and utilizes the Electronic Health Record extensively for data reporting
12. Collaborates with other project staff to determine additional client service needs and ways to improve service linkage system with existing resources
13. Coordinate the attendance of outreach events
14. Coordinate and determine outreach strategies to meet all grant requirements
15. Assists with other clinic projects in a team setting.
16. Duties will require travel around Contra Costa
17. Prepare communications to support awareness and prepare communities for extreme heat
18. Educate population about water conservation as a way of life
19. Educate population about high risk periods such as extreme heat locations and undervaccinated locations
20. Raise awareness around the ability to use an ITIN to file taxes and access state services/benefits
21. Outreach efforts include (but are not limited to); Door to door canvassing, community canvassing, phone banking, facilitating trainings/workshops, assisting to access state resources, creating posts for social media, responding to press interviews, using existing communication tools, distribute flyers and/or mailers, partnership with ethic and hyperlocal media
22. Track, document and report outreach efforts
23. May require occasional work on weekends and evenings
24. Other duties may be assigned

**SUPERVISORY RESPONSIBILITIES**

This position may supervise volunteers/staff.

**SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/clinic work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

I have read and understand the duties and responsibilities of the Community Health Coordinator.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_