EAST VALLEY COMMUNITY HEALTH CENTER

POSITION DESCRIPTION

POSITION: Outreach Education Services Manager

REPORTS TO: Operations Director

DEPARTMENT: Outreach Education Services

POSITION PURPOSE:
Under the direction of the Operations Director, this position oversees the implementation and delivery of effective and culturally appropriate outreach education & prevention programs focusing on public health issues, including but not limited to, HIV prevention and risk reduction, teen pregnancy prevention and reproductive health access.

PRINCIPAL RESPONSIBILITIES:

• In conjunction with the Operations Director and Advisory Committee, assesses the needs of at-risk populations targeted by EVCHC programs.

• Implements/evaluates appropriate use of education/prevention curricula and evaluation tools.

• Ensures contract compliance for all outreach education programs in regards to program implementation; program performance; outcome evaluation, timely reporting and budget oversight.

• Responsible for the quality and evaluation of all program activities and required outcomes.

• Responsible for maintaining appropriate staffing patterns and ensuring that their training and knowledge levels meet the program requirements.

• Ensures that outreach education activities focus on creating increased access to EVCHC services.

• Works with Clinic Managers to ensure appropriate patient access and communication with outreach staff.

• Establishes EVCHC programs as a resource for school personnel on health related issues.

• Identifies resources and, as directed, seeks funding for expansion and implementation of outreach education programs.

• Responsible for all required internal and external data and program reporting.

• Participates in Risk Management Meetings and other meetings as required by EVCHC management.

EDUCATIONAL REQUIREMENTS:

• MPH or Masters Degree in related field plus a minimum of three years experience in public health promotion, program management and implementation. Ability to implement program evaluation activities. Good organizational skills. Excellent oral and written communication skills. Grant writing experience preferred.
PHYSICAL REQUIREMENTS:
Working Conditions/Physical/Mental Abilities and Processes:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Duties are performed primarily in an office setting.
- Work requires periods of standing, sitting, lifting, turning, twisting, walking, pushing, pulling, reaching, speaking, hearing, seeing and ability to articulate clearly.
- Ability to stand, sit, stoop, kneel, and bend in order to retrieve files and records.
- Ability to work with personal computer for long periods of time.
- Ability to write notes, track and graph records and reports.
- Ability to work productively in a small office space used by multiple employees.
- Ability to communicate, in a positive manner, with all levels of staff.
- Travel within our geographic service area.
- Sound decision making ability to ensure the proper program outcomes as determined by the Operations Director and/or the agency.
- Ability to communicate, in a positive manner, with all levels of staff.

Note: This description indicates in general terms the type and level of work performed and responsibilities held by the employee(s). Duties described are not to be interpreted as being all-inclusive.

ACKNOWLEDGEMENT:
I acknowledge I have received, read and understand my job description.

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Employee Signature