

## Job description

*Mission City Community Network, Inc. is a non-profit organization of multiple clinics operating as a Federally Qualified Health Center. We are dedicated to serving low income families in the San Fernando Valley, San Gabriel Valley, South Bay and San Bernardino areas. We are committed to providing quality care in the following areas: Adult, Pediatrics, Women's Health, Dentistry, Health Education, and Mental Health.*

### **Position: Community Outreach Manager**

Salary: Commensurate with experience

Position Status: Full Time/ Exempt (Mon-Fri 8a-5p, Saturday as needed)

Job Location: San Fernando Valley

(required to travel & work at various MCCN locations)

We are currently seeking a dynamic, energetic individual to join our organization as **Community Outreach Manager**. Under the supervision of the President and CEO, the Community Outreach Manager will be responsible for directing, implementing and managing the Outreach programs. This includes but is not limited to the utilization and supervision of staff; program creation; adherence to the completion of program goals and objectives; compliance with weekly, monthly, quarterly and annual reports; communication with grantors; and assistance with writing new proposals. The Program Manager is responsible for the preparation of plans and strategies to meet contract and program metrics and ensures the timeliness of deliverables and the quality of products. Other responsibilities include coordinating meetings, and overseeing program resources.

### **Summary of Essential Job Functions:**

- Demonstrated positive personal influences on teams and customers including the willingness to accept change proactively.
- Provide sufficient in-service for staff in order to ensure quality program creation
- Provide needed supervision with evaluation of duties, performance and leadership skills to create an environment of growth
- Oversees program, directly or indirectly, to ensure the completion of goals and objectives.
- Creates programs to meet the needs of clinic population
- Accumulates information necessary to produce timely reports/invoices desired by the grantors
- Establishes community networks by attending meetings and making presentations
- Assists with writing proposals for continued and new funding. Reviews RFP's as necessary
- Provides health education on and off-site as necessary. Assists with outreach events, as necessary
- Oversees creation of new curricula. Oversees availability of program literature and supplies
- Documents and keeps records of trainings, logs and new protocols.

- Takes the Lead in preparing for and being the “go to” Manager for audits and site visits.
- Performs other duties as deemed necessary by immediate Supervisor, Clinic Administrator, and Medical Director.
- Develops community contacts and follow-up with key community gate keepers

**Qualifications:**

- Bachelor’s Degree in Healthcare, Public Health, or Business Administration or a related field
- Experience in a health care management or supervisory position in a Federal Qualified Health Clinic setting preferred
- Minimum 3-5 years of management, or program experience required. Must have demonstrated knowledge of fundamental health care delivery, administration, program planning, and health education principles
- Ability to work effectively with individuals of diverse socio-economic backgrounds
- Extensive management and leadership experience to include supervising people and resources, personnel selection and hiring, training, conflict resolution and developing processes for providing outstanding customer service
- Ability to establish a good working relationship with all levels of support staff, providers, administrative staff and all other internal and external customers
- Proficiency with Microsoft Office Suite and internet research
- Effective verbal and written communication skills
- Bilingual Spanish, a plus

Full-time benefits include: Health, Dental, Vision and Life Insurance. Vacation, Sick, Holiday pay, and all other benefits mandated by law.

**To Apply:**

Please email your resume/CV and cover letter to HR Dept.

MCCN is an Equal Opportunity Employer

Job Type: Full-time

Pay: \$62,500.00 - \$85,000.00 per year

**Benefits:**

- Dental insurance
- Health insurance
- Life insurance
- Retirement plan
- Vision insurance

**Schedule:**

- 8 hour shift

- Monday to Friday
- Weekends as needed

Education:

- Bachelor's (Required)

Experience:

- Nonprofit Program management, supervisor, community outreach: 5 years (Required)

Language:

- Spanish (Preferred)

Willingness to travel:

- 25% (Preferred)

Work Location: In person