



# Arroyo Vista Family Health Center

## JOB DESCRIPTION

**Position Title:** Community Outreach Coordinator

**Salary Range:** \$22.00 - \$25.27 Hourly

**Summary:**

Under the direct supervision of the Director of Community and Patient Relations, the Community Outreach Coordinator is responsible for coordinating community outreach activities promoting Arroyo Vista Family Health Center, and prepares monthly reports on outreach activities.

**DUTIES AND RESPONSIBILITIES**

1. Responsible for assisting the Director of Community and Patient Relations with liaison duties between businesses, organizations, and other entities within Arroyo Vista Family Health Center's target service area.
2. Responsible for assisting the Director of Community and Patient Relations with the development of promotional materials consisting of pamphlets, flyers, agency presentation packets and maintaining updated presentation packets.
3. Responsible for assisting the Director for Community and Patient Relations with the coordination and development of all promotional and outreach activities e.g., health fairs, flu clinics, voter registration, Community Health Center Week and other promotional activities.
4. Responsible for assisting the Director of Community and Patient Relations with promotional and outreach program evaluations e.g., patient satisfaction, and overall process and outcome measures.
5. Responsible for assisting the Director of Community and Patient Relations with coordinating staff in-services on Safety and Disaster Preparedness, community health education classes, and other collaborating activities with external organizations.
6. Responsible for assisting the Director of Community and Patient Relations with coordination of medical mobile clinic activities to include: scheduling mobile clinic events, maintaining and updating the mobile clinic calendar, coordinating with the key leadership team, for example the Chief Medical Officer, Director of Nursing, Director of Clinic Operations, Billing Supervisor, and Facilities Maintenance Supervisor or their designees to keep them informed of the calendar of events and to plan for scheduled events, prepares reports on event outcomes, assures mobile clinic events are scheduled a minimum of three months in advance.
7. Responsible for assisting the Director of Community and Patient Relations with external community assessment surveys, internal patient perception surveys and securing letters of support from collaborating organizations.

8. Responsible for assisting the Director of Community and Patient Relations Services with the coordination of Safety and Emergency Preparedness committee activities e.g., meetings, in-services, and drills.
9. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
10. Performs other duties as assigned.

## **REQUIREMENTS**

1. High school diploma or GED, College education preferred.
2. Bilingual (English/Spanish).
3. Strong interpersonal, verbal and written communication skills.
4. Familiar with the agency target service area communities.
5. Basic knowledge of community organizing, networking, and public relations.
6. Basic knowledge of outreach strategies, ability to plan and coordinate events and to collaborate with community organizations.
7. Ability to work well with others in a team oriented professional environment including with agency staff.
8. Computer literate including Microsoft Office programs such as Word and Excel.
9. A valid California driver's license, basic required California state insurance coverage and access to an automobile.