



COMMUNITY HEALTH INITIATIVE OF ORANGE COUNTY

JOB DESCRIPTION

Position Title: Outreach Coordinator

Reports to: Director of Programs and Policy

FLSA Classification: Nonexempt FT

Supervises Others: No

SUMMARY:

Under the direction of the Director of Programs and Policy the Outreach Coordinator will lead, develop, facilitate and support outreach activities including but not limited to; collaborative meetings, events, presentations, and solicitations to increase enrollment efforts. Additionally, the coordinator will build the capacity to provide the support, skills, and resources needed for outreach and enrollment activities to be successful.

The Outreach Coordinator will be responsible for coordinating the outreach efforts for the Health Access Assistants (HAA), Health Access Specialists (HAS), volunteers, and interns. A part of the role is to increase the capacity of the volunteer and internship program, bringing resources of highly skilled volunteers to children, families, and other adults the agency serves. The Outreach Coordinator will spend time in the community, building partnerships, and forging lasting relationships with city, school districts, nonprofit partners, health care agencies, and other stakeholders throughout Orange County. In addition, the outreach coordinator will serve as a lead and produce outreach reports and work plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as a liaison on all outreach-related activities/projects.
- Represent CHIOC at events including but not limited to community fairs, educational forums, and collaborative meetings
- Provide community education on the services provided by CHIOC
- Manages and organizes MOUs for the multiple sites in Orange County
- Proactively responds to outreach needs and presents at key community meetings.
- Coordinates the development of community sites and the schedule for the HA staff assigned to those sites.
- Synchronizes the collection of CDBG data and related information from HA staff and volunteers.
- Recruit and train volunteers and interns who support the infrastructure of health and social service programs of the organization to increase healthcare access for the underserved and uninsured community.
- Meets all requirements for confidentiality/management of information including distribution controls, secure filing, and disposal, and records retention and storage.
- Communicates effectively and courteously with all contacts – internal and external. Works well with diverse people. Maintains current knowledge of and complies with organizational and department policies and procedures.
- Supports the vision and goals of CHI OC.

ADDITIONAL RESPONSIBILITIES:

- Track efforts daily in organizations' data collection systems

OC FT Position

REV 6/2022

- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Completes other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or GED required/Bachelor’s Degree preferred.
- Must be fluent in Spanish.
- 3 Years experience in nonprofit community collaboration
- The ability to create positive relationships is required.
- Must have strong written and verbal communication skills.
- Must have Strong Presentation skills
- Must have the ability to work independently and as a member of a team.
- Must have strong leadership and interpersonal skills to work effectively in a team environment and to actively resolve conflicts.
- Strong organizational skills and the ability to handle multiple tasks with competing demands required.
- Must have strong problem-solving skills and the ability to approach situations creatively.
- Must be able to adapt to change in a work environment and professionally accept criticism/feedback.
- Must have a valid CA Driver’s License, reliable transportation, and meet state-required automobile insurance minimums
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COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment (e.g., fax, copier).

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20-inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.
- Exposed to typical community event conditions and noise levels

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical, and of the appropriate tone.
- Able to set goals based on available information and to plan work to meet deadlines.
- Able to project unlikely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress, and appearance at all times.
- Attends meetings and training.
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately.
- Assists with other duties as assigned on a regular or occasional basis.
- Drives personal car on business; maintains driving record and personal car insurance by organization's policies and provides related records periodically.

ACKNOWLEDGMENT:

I, (print name) _____ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Organization reserves the right to delegate, remove, expand or change any responsibilities listed above and will inform me of any such change. I certify that I can perform the job duties as described with or without an accommodation.

EMPLOYEE SIGNATURE:

Print Name	Signature	Date
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(EXECUTIVE DIRECTOR/DIRECTOR OF PROGRAMS & POLICY) SUPERVISOR SIGNATURE:

Print Name	Signature	Date
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