



JOB DESCRIPTION

Position:	Community Promotions Worker
Department:	Corporate Outreach
Reports to:	Outreach Program Manager
FLSA Status:	Non-Exempt
Grade:	6

GENERAL PURPOSE:

Under the supervision of the Outreach Program Manager (OPM), the Community Promotions Worker provides informal community based health related services and establishes vital links between health providers and persons in the community throughout the Ampla Health service areas.

MAIN RESPONSIBILITIES & DUTIES:

- 1) Develops community interest in the corporation's services
- 2) Visits farms and farm workers in an effort to educate them about Ampla Health services
- 3) Visits community work places and public gathering places to disseminate information regarding corporation's services
- 4) Travels throughout the corporation's service area as required
- 5) Maintains a log of community contacts
- 6) Maintains records as required
- 7) Promotes special Ampla Health events in the service areas
- 8) Develops (and reviews translations of) promotional materials (flyers, etc.)
- 9) Establishes contacts with collaborative agencies and organizations within the service area
- 10) Creates, maintains and develops relationships with key community leaders
- 11) Participates in community events within the service area to promote Ampla Health's position in the grassroots healthcare movement
- 12) Partners with the OPM to represent Ampla Health in community events (health fairs, etc.)
- 13) Actively seeks new contacts to continue to develop new sources support of or participation in Ampla Health programs
- 14) Performs other duties as assigned by supervisor

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and a positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Strives to learn more and is receptive to learning different ways of doing things

- 3) Displays enthusiasm toward the work and the mission of Ampla Health

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES:

- 1) High school graduate or equivalent
- 2) Minimum of 2 years as a Outreach/Grassroots experience
- 3) Ability to work under minimal supervision
- 4) Demonstrates time-management skills
- 5) Demonstrates ability to prioritize
- 6) Ability to establish and maintain effective and cordial working relationships with corporation's employees, potential patients, public and private services organizations, community residents
- 7) Willingness to work flexible hours including some evenings or weekends
- 8) Valid California driver's license and proof of insurance
- 9) Reliable method to work with people of all ages, social, cultural and ethnic background
- 10) Demonstrates good judgment in the positive representation of Ampla Health
- 11) Demonstrates clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols
- 12) Bilingual English/Spanish preferred

WORKING CONDITIONS & PHYSICAL REQUIREMENT:

Works well with patients in a generally comfortable environment office. Employees must possess the following physical requirements:

- 1) Must be in good health and able to lift up to 40 lbs. and push up to 100 lbs. (on wheels)
- 2) Must be able to hear staff on the telephone and those who are served in person, and speak clearly in order to communicate information to clients and staff
- 3) Must be able to read memos, forms, and other pertinent written materials
- 4) Ability to operate standard office equipment such as a computer, telephone, fax machine, copier, etc.

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE