

Job Posting for the Health Promotion Promotora Position

MISSION STATEMENT: Clínica Tepeyac's Mission is to provide culturally competent health care and preventive health services for the medical underserved.

JOB SUMMARY: The Health Promotion department is a key component of Clínica Tepeyac's efforts to improve the health of our community. The department:

- * provides one on one and group health educational
- *Facilitates screening for cancer (breast, cervical and colorectal cancer), depression, and diabetes;
- * assists with applications for public and subsidized insurance including Medicaid and CHP+.
- * The department also provides health and wellness programming, including yoga, Zumba, substance abuse prevention, and assertiveness education for Latinas.

The Department works to ensure that potential and current Clínica Tepeyac patients are provided with the appropriate information about Clínica Tepeyac services and are linked with the program services that best meet their needs.

The ideal candidate is passionate about helping community members improve their health and access health services. She/he enjoys making connections with diverse individuals and organizations, likes a variety of tasks and a continually evolving environment, and enjoys being part of a dynamic team.

Candidates must submit a resume and cover letter addressing their interest in and experience relevant to the position.

A. MINIMUM QUALIFICATIONS:

1. Education:

- High School Diploma or GED

2. Experience:

- Two (2) years of professional experience in health promotion and/or community outreach. Experience to include: working with health promotion programs and outreach with low-income Latino/a and other underserved communities. Must be comfortable with and have experience in leading small group education sessions. Experience must be explicitly stated on application.

3. Knowledge, Skills & Abilities:

- Language: Oral and written fluency in Spanish and English required
- Experience and basic proficiency with Microsoft Office Suite Products (including Outlook, Word, Excel, PowerPoint). Experience with desktop publishing preferred.
- **Knowledge, Skills and Abilities** -- Knowledge of health promotion, screening and treatment strategies; experience with outreach in the Latino community; experience with clinical/medical settings, traditional western medicine, Latin-American health systems and culture

- **Teamwork** – Contributes to building a positive team spirit; put success of the team above own interest; supports everyone’s efforts to succeed; must be able to work well in multidisciplinary team settings
- **Customer Service** – Strong customer service skills; ability to handle difficult and angry people constructively; savvy enough to interact with physicians and clients
- **Interpersonal Skills** – Must have excellent written and verbal communications skills and presentation skills; focuses on solving conflict in cooperative and solution-oriented manner; maintains professional demeanor. Serves as an effective representative of Clínica Tepeyac.
- **Cost and Time Consciousness** – Must know how to manage time and prioritize activities
- **Diversity** – Shows respect and sensitivity for cultural diversity, as well as understanding of Latino cultures
- **Ethics and Professionalism** – Treats people with respect and consideration regardless of their status or position and is accountable for own actions
- **Organizational Support** – Follows policies and procedures established by Clínica Tepeyac;
- **Safety and Security** – Maintains patients’ information private and follows HIPPA guidelines; observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly
- **Attendance/Punctuality** – Is consistently at work and on time, which is predetermined between the employee and the person(s) he/she reports to. Demonstrates flexibility in scheduling of hours, based on requirements of job duties.

B. ESSENTIAL DUTIES & RESPONSIBILITIES:

50% Education (includes events where health education can be done)

50% Outreach, and Events to Promote Clínica Tepeyac or Health Promotion Services

Major Job Responsibilities.

- Provide specialized outreach to Latino/a and other underserved populations.
- Conducts health education sessions (one on one or in groups) on disease prevention and screening.
- Identify Clínica Tepeyac patients in need of prevention services, contact patients, and facilitate scheduling of services
- Represent Clínica Tepeyac and promote its mission and services to the community.
- Teach health BREAST HEALTH, and/or CHRONIC DISEASE curricula presentations and lesson plans to Clínica Tepeyac’s populations.
- Guide clients in the identification of and connection to appropriate community resources.
- Participate in and contribute to Health Promotion team meetings and planning activities
- Maintain and promote program goals and objectives.
- Assist in the development of new material and innovative strategies to improve educational programs.
- Administer intakes, assessments and exit interview to program participants.
- Collect and monitor program data for tracking services and referrals. Assist Health Promotion Manager with the assessment of services and referrals outcomes and provide feedback on how to strengthen the process as needed.

- In collaboration with the Health Promotion Manager, and as part of the health promotions team, conduct, outreach and market the Health Promotion programs to community agencies, schools and program participants. Cultivate and maintain relationships with outside organizations to develop opportunities for Clínica Tepeyac's educational programs.
- Provide reports as needed to the Health Promotion Manager
- Provides one on one education on Mammogram and gathers data for all mammogram recipients and those referred to other facilities, conducts reminder calls to all scheduled patients
- Available to work outside of traditional office hours approximately 20-30% of the time to provide education and outreach services at times convenient to the community.
- Other Duties as assigned

Supervision: None

Certification/Licensure/Registration: None

POSITION TYPE/WORK SCHEDULE: This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.