

Job Title: Outreach Coordinator Department: Clinical Services
Reports to: Regional Office Manager Effective Date: 8/07/2023

Job Summary:

A non-exempt position responsible for providing health promotion services to migrant and seasonal farm workers as well as the community. Community service areas include a 2-hour driving radius of Engelhard and Manteo, NC.

Duties/Responsibilities:

- Completed health assessments with community members & farmworkers at farmworker locations to ascertain services they may need.
- Disseminates information to community members and farmworkers regarding clinic services and state and local public services.
- Provides case management services (i.e. assessment, referral, follow-up, and re-assessment). May provide direct services (i.e. food, clothing, and over-the-counter medications).
- Documents all community and farmworker encounters on appropriate forms.
- Transports community members and/or farmworkers to health centers for appointments.
- Provides health education at various community and farmworker locations and may provide health education in clinic setting.
- Communicates (English/Spanish) effectively and bilingually, when appropriate.
- Interviews community members and farmworkers with tact in order to obtain necessary information to make appropriate referrals and follow-up.
- Participates in quality improvement efforts and activities.
- Networks, builds coalitions, and identifies access to resources.

Required Skills/Abilities:

Examples:

- Fluent Spanish and English written and spoken communication skills.
- Broad knowledge of community being served. Connected to the community.
- Knowledge of information about specific health issues that must be conveyed to patients, families, and community members.
- Skill in appropriately taking vital signs and weights.
- Skill in establishing and maintaining effective and cordial working relationships with state and local agencies, growers, other employees, and clients involving frequent and difficult negotiation and interaction.
- Excellent interpersonal and customer service skills.
- Ability to speak up for individuals or communities and withstand intimidation.

- Ability to identify and access resources.
- Ability to network and build coalitions.
- Must be willing to work away from office during non-typical office hours, such as evenings, during the week at farmworker camps or other locations.
- Must be willing to travel within service area as needed.

Education and Experience:

High school diploma, GED, or equivalent training with one-year exposure to farm worker related issues. Must have reliable transportation and a valid North Carolina driver's license.

Physical Requirements:

Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds.

Work Environment:

Mostly outreach/farm setting, health screening and educational activities. May occasionally be required to work in extreme temperatures when performing agricultural hygienic evaluations. Combination of office and exam rooms. May be exposed to hazardous chemicals or come in contact with dusty, allergen-filled, odoriferous environments during farm-site visits. Involvement in farm evaluation and client care may result in some unavoidable and avoidable work-related illness or injury.