



Family Health
La Clinica



Host Site: Family Health La Clinica (FHLC)

Position Title: AmeriCorps Outreach Coordinator

Department: Outreach & Engagement

Reports To: Community Engagement & Outreach Coordinator

Position Summary

Family Health La Clinica's mission is to improve the health and well-being of all people in communities we serve. The focuses of this position are to increase awareness of 1) FHLC services amongst target populations across its 10-county service area and beyond (general population within service area and agricultural workers statewide) and 2) health promotion topics as they align with clinical quality initiatives. This will include a number of different tasks such as creating social media content, scheduling daily social postings, and maintaining the social media content calendar; developing and delivering presentations to community members and partners (faith groups, civic and other community groups, etc.) and staffing informational tables at community sites or events; and supporting the Mobile Health Center program through its Migrant and Seasonal Head Start (MSHS) exams and primary care outreach. The position may also involve coordinating volunteer recruitment and management within the organization to assist with outreach over its 10-county service area. The anticipated outcomes for activities performed by this role include increasing awareness of health status, knowledge of available services, and increasing access and improving care for the vulnerable and underserved.

Duties & Responsibilities

- Maintain social media calendar, create and schedule daily social media health promotion content
- Build and maintain positive working relationships with community members and partners
- Maintain a working knowledge of clinic services, target populations, and resources available
- Maintain updated directory of local contacts and resources relevant across the service area to share with community members and partners and to support community outreach efforts
- Provide information about accessing FHLC services at various community locations and provide education and referrals when appropriate
- Maintain logs of tracking measures to assess program outcomes
- Collaborate with agencies working with target populations to coordinate services and referrals
- Support recruitment, training, and management of volunteers across FHLC service area
- Represent FHLC at community events involving target populations and partners
- Partner with FHLC's Mobile Health Center (MHC) program to support MSHS exams and provide migrant camp outreach prior to scheduled primary care visit dates

Training

Orienting AmeriCorps Member with Family Health La Clinica (FHLC), community health centers (CHCs), target populations, and partner agencies will involve several components. Training will include the organization's standard onboarding process as would be performed for any employee or volunteer. The onboarding process consists of FHLC site orientation and tours, a review of organizational policies and procedures with opportunities to request clarification if needed, staff introductions and integration, and training around topics such as OSHA and HIPAA compliance.



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The AmeriCorps Member will also be included in relevant staff meetings, staff development/training, and clinic activities as appropriate. FHLC will support relevant training offered through outside organizations and clinical training offered internally to properly prepare the AmeriCorps Member for their designated role. Regular weekly or biweekly meetings will be scheduled between the AmeriCorps Member and the Host Site Supervisor to maintain open communication beyond informal day-to-day communications and ensure that proper support for member development is provided. This will allow the AmeriCorps Member to have an active role in her/his development and training and express whether specific areas exist that require additional training or support.

Qualifications/Skills

Required Skills/Qualifications:

- Highly motivated and able to work well independently and as part of a team
- Ability to plan and maintain outreach schedule in collaboration with internal and external staff and partners
- Strong organizational and interpersonal communication skills
- Ability to speak effectively before groups and/or individuals
- Strong desire to work with rural community partners and target populations such as those who are vulnerable and/or underserved
- Willingness and ability to be flexible to changing organizational and community needs
- Strong proficiency with MS Office (Outlook, Word, Excel, PowerPoint, SharePoint, etc.), social media platforms (Facebook, Twitter, LinkedIn, Instagram, etc.), and other software and programs (HootSuite, Canva, etc.)
- Ability to adhere to AmeriCorps Wisconsin HealthCorps program requirements
- Valid Driver's License; reliable personal vehicle with proof of insurance
- Ability to work evening and weekend hours as needed
- High School Diploma or GED

Preferred Skills/Qualifications:

- Written and oral proficiency in both English and Spanish
- College-level coursework relating to public health, health education, community outreach, or related field
- Experience using Epic or other electronic medical record system

Education and/or Experience

Education and/or experience related to community health and/or health education (i.e. nutrition and physical activity guidelines, management of chronic conditions, etc.) beneficial. Experience working with limited-income individuals and families, minority groups, and other vulnerable and underserved populations helpful. High school diploma required; college-level coursework related to public health, health education, community outreach, or related field preferred. Clinical experience and/or familiarity with electronic medical records useful. Bilingual English/Spanish preferred.