

Northwest Colorado Health

Communities That Care - Community Champion

General Statement of Duties:

An 8 hour a week position responsible for recruiting parents, youth, and community members from the community to be part of the Communities That Care (CTC) coalition. They are also responsible for brokering key relationships and supporting key actions of the CTC project to build community buy-in for the CTC project. This person may be a staff of the awardee or maybe a subcontractor working within the community.

Supervision Received:

Moffat County CTC Community Mobilizer will oversee the CTC work of the Community Champion

Supervision Exercised:

None.

Essential Functions:

- Attend CTC meetings, events, and recruitment activities
- Maintains contact with CTC Community Mobilizer and stakeholders/Key Leaders
- Identifies opportunities to educate and involve the Latino community in the CTC Process
- Brainstorms ways that youth can be involved in CTC
- Recruits youth involvement in CTC, workgroups, and specific tasks and activities
- Helps with skills development and recognition of involved youth
- Collaborate as a team player to promote effective and regular communication regarding status and goals of project work
- Assist with activities designed to meet goals and objectives of the CTC grant are carried out according to specified timelines provided by the CTC Mobilizer
- Other duties as assigned

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High School Diploma or Equivalent Preferred

Experience:

Previous experience in community engagement and working directly with young people ages 9-25 preferred.

Requirements:

If the car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and a valid Colorado driver's license.

Skills:

1. Demonstrated professional communication skills, competency in agency and community partnerships skills, and leadership skills to cultivate a commitment to outcomes among key youth stakeholders and the broader community
2. Interpersonal skills necessary to work with and instruct others
3. Adequate hearing to communicate. Must speak clearly and loudly enough to be heard.
4. Must be able to read and write in both English

Knowledge:

1. Agency and community service knowledge preferred.

Abilities:

1. Ability to establish priorities and work independently with little supervision
2. Ability to meet deadlines and exhibit excellence in quality of work
3. Ability to handle sensitive and private information with utmost confidentiality at all times
4. Ability to identify and address barriers that may be impeding successful, sustainable outcomes
5. Ability to adjust the schedule to work some evening and weekend meetings or events
6. Ability to travel independently to local, regional, statewide, and potentially further to attend training and other events
7. Must be friendly and able to establish rapport with others
8. Must be able to follow directions accurately
9. Ability to adhere to the principles of confidentiality.

Equipment:

1. Daily use of telephone, copier, computer, and other office equipment.

Working Conditions:

1. Job involves sitting 50% of the day. The remainder of the time may be spent standing, walking, reaching, or bending.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).
3. Occasional out of area travel may be required.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____

Date: _____