

## **Northwest Colorado Health**

### **Outreach Coordinator**

#### **General Statement of Duties:**

This position is responsible for providing education, outreach and connection to the Agency's services. This position will be a community-based position working in our rural region.

#### **Supervision Received:**

Reports to the Outreach and Development Manager.

#### **Supervision Exercised:**

None.

#### **Essential Functions:**

1. Provide coordination of activities related to community outreach. Accomplish the following in collaboration with the Marketing and Development Team:
  - Represents the agency at public events as needed.
  - Attend community events and meetings on behalf of the agency. This may require travel throughout the northwest Colorado region, Denver area, and/or western slope. This may also require attendance at meetings and/or events on weekends and evenings.
  - Ensure coordination and communication among agency staff and team members as it relates to outreach.
  - Expand our outreach to engage populations of focus and prioritize outreach and education of specific agency services as needed.
  - Develops and updates systems for tracking outreach efforts and produces reports on outreach events.
2. Responsible for the overall coordination of community education for agency services.
  - Provide education on agency services in community settings to populations of focus.
  - Expand outreach and referrals within agency programs.
  - Works closely with community organizations, partners, schools and other non-profits and cultivates collaborative relationships.
3. Assists with connection to services.
  - Arrange for screenings and follow ups in community settings.
  - Coordinate care and manage cases; build bridges from the community to the agency by addressing social determinants of health; improve continuity of care; resolve barriers to care such as transportation, housing and language; and enhance the health literacy of patients.
  - Active member of cross departmental teams with an emphasis on Health Equity work.

*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 GED required. Bachelor's degree preferred.

**Experience:**

One year of outreach or community health work preferred. Agency program and department knowledge preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.

**Skills:**

1. General office skills.
2. Strong written and verbal communication skills.
3. Strong organizational and customer service skills.
4. Advanced interpersonal skills.
5. Advanced computer skills.

**Knowledge:**

1. Knowledge of outreach programs.
2. Thorough community partnerships.
3. Knowledgeable and skilled in community education and communication and marketing principles and practices.

**Abilities:**

1. Must be able to coordinate outreach needs of the agency.
2. Ability to effectively communicate both verbally and in writing.
3. Ability to develop and implement long-range plans, contribute to business and marketing plans; and coordinate outreach activities with a variety of staff, patients, and community members.
4. Ability to lift, carry, transport and set up outreach items and supplies for events.
5. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
6. Accepts responsibility as an agency team member and commitment to effective team functioning and results.
7. Ability to manage multiple deadlines and work activities with rapidly changing priorities.

**Equipment:**

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

**Working Conditions:**

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
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).

*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,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_