



## JOB ANNOUNCEMENT

### LEAD PROMOTOR OXNARD, CA

Title: Lead Promotor  
Reports to: Program Coordinator  
Program: Ventanilla de Salud (VDS), Mexican Consulate in Oxnard, CA  
Effective Date: December 1st, 2016  
FLSA Status: Non-Exempt  
Position Status: Part-time (up to 20 hrs. per week)

#### POSITION SUMMARY

Under the direct supervision of the Coordinator of the Ventanilla de Salud (VDS), the Lead Promotor conducts outreach to members of the Latino community in the Consulate's service area as needed by the VDS program. The VDS Lead Promotor is responsible for coordinating and conducting outreach and promoting the services of the Mexican Consulate. He/she will refer individuals and families to a local network of providers as needed, and will follow up with the individuals and families.

#### QUALIFICATIONS

- At least 2 years' experience working with Latino families.
- Basic knowledge of the health care system and social services in Ventura County.
- Experience providing community education.
- Experience conducting outreach in diverse settings.
- Ability to work independently as well as part of a team.
- Ability to write, speak and read in English and Spanish.
- Able to work between up to 20 hours per week.
- Able to maintain a flexible work schedule.
- Possess a driver's license and basic liability insurance.
- Computer literate

#### RESPONSABILITIES

- Maintain all records and reports require by the Mexican Consulate.
- Data entry of all individuals and families that receive referrals and assistance, into the IME electronic portal site designed by the Ministry of Health of the United Mexican States.
- Maintain and submit timely, accurate, up-to-date records and files on all outreach and education conducted in of the Mexican consulate and other locations as well.
- Identify and secure potential sites and groups to conduct outreach and educational activities in the assigned counties or region.
- Establish appointments with organizational representatives at sites and/or with groups to carry out outreach and educational activities.
- Deliver educational presentations as needed.
- Attend health fairs and community events at large to promote the services of the Mexican Consulate.
- Maintain consistent and constant communication with the VDS Program Coordinator regarding all program components and attend scheduled meetings with the program team.

**APPLICANTS SHOULD EMAIL OR FAX A CURRENT RESUME TO HUGO RAMIREZ AT  
HUGO@VISIONYCOMPROMISO OR (213)613-0633**