



## JOB ANNOUNCEMENT

### PROMOTOR COMUNITARIO

SAN FERNANDO VALLEY OR SPA 2

**Title:** Promotor Comunitario  
**Reports to:** Program Coordinator  
**Program:** Integrated Services Management Project – Tarzana Treatment Centers (ISM/TTC)

**FLSA Status:** Non-Exempt  
**Position Status:** Part-time, up to 30 hours

#### POSITION SUMMARY

Under the direct supervision of **the Program Coordinator**, the Promotor Comunitario conducts outreach and educational activities on a variety of health topics to members of the Latino community in English and Spanish in the **San Fernando Valley or Service Planning Area 2 (SPA 2)**. The Promotor Comunitario is responsible for conducting outreach and educational activities and completing the required programmatic reporting in a timely manner.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identifies and secures potential sites and groups to conduct outreach and education activities in SPA 2.
- Establishes appointments with contacts at sites and/or with groups to carry out outreach and education activities.
- Conducts outreach at diverse locations to Latinos eligible for services provided by ISM/TTC. Delivers educational presentations on a variety of health topics to adults in SPA 2.
- Attends health fairs and community events at large as part of outreach and educational efforts.
- Maintains accurate, up-to-date records and files on all outreach and education conducted, including any documentation regarding the requirements for eligibility and compliance with services.
- Maintains consistent and constant communication with the Associate Director regarding all program components and attends scheduled meetings with the program team.

***Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.***

#### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

#### MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## EDUCATION

There is no minimum educational requirement.

## EXPERIENCE

- A minimum of two (2) years of experience working with monolingual and/or bilingual Latino communities
- A minimum of two (2) years of experience conducting outreach and providing community health education.

## CERTIFICATES, LICENSES AND REGISTRATIONS

Valid certification from the State of California as a Covered California Educator Valid California Driver's License and basic liability insurance.

**Must be able to register for a National Provider Identifier in the National Plan and Provider Enumeration System**

## LANGUAGE SKILLS

Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete basic reports and write basic business correspondence. Ability to effectively present information and respond to questions from individuals, groups and the general public in English and Spanish. **Because of the population served, the ability to read, write and speak in English and Spanish is required.**

## COMPUTER SKILLS

Basic computer skills for the purpose of data entry, sending and receiving email, and calendar scheduling.

## TRAVEL REQUIREMENTS

Ability to travel locally with the assigned region as required. Ability to travel to multiple locations in one day with the designated region as assigned.

## OTHER SKILLS & QUALIFICATIONS

- Knowledge of a variety of health topics.
- Experience conducting successful outreach in diverse settings. Experience in providing educational workshops to adults.
- Ability to work independently as well as part of a team. Availability to work up to 30 hours per week.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

## CONTACT

**Please send your resume via email to:**

**Hugo Ramirez**

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