



JOB ANNOUNCEMENT

PROMOTOR DE SALUD

AETNA HEALTH PLAN – SAN DIEGO PILOT

Title: Promotor De Salud
Reports to: Program Manager
Program: Aetna – San Diego Pilot Project
FLSA Status: Non-Exempt
Position Status: Temporary - Part-time (up to 30 hour per week)
Effective Date: January 2020 to May 31, 2020

POSITION SUMMARY

Under the direct supervision of the **Program Manager**, the Promotor de Salud will conduct outreach, educational and referral activities in **San Diego County** for the **Aetna San Diego Pilot Project (ASDPP)**. The Promotor de Salud is responsible for completing the required programmatic activities and reporting in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain consistent and constant communication with the Program Manager regarding all pertinent ASDPP activities as assigned.
- Identify and contact potential Aetna members to provide information about Aetna Health Plan services.
- Conduct education activities by phone and in a clinic setting to Aetna Health Plan members to provide information and follow-up about available services.
- Collection of Aetna member data using approved data collection tools
- Participate in the training provide by VyC and Aetna February 2020. Dates to be determined.
- Plan and organize Spanish and English language outreach and education activities in Aetna Health Plan facilities throughout San Diego County.
- Maintain accurate, up-to-date records and files on all education and follow-up activities conducted, including any documentation of member referrals to Aetna Health Plan services and utilization.
- Attend all scheduled meetings with the project team, as needed.

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

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Driver's License and basic liability car insurance.

LANGUAGE SKILLS

Ability to effectively present information and respond to questions from individuals, groups and the general public in Spanish and/or English

COMPUTER SKILLS

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

TRAVEL REQUIREMENTS

Ability to travel locally within the assigned region as required.

OTHER SKILLS & QUALIFICATIONS

- Experience conducting successful outreach in diverse settings.
- Experience in conducting educational activities to adults (in a community health clinic setting a plus).
- Ability to work independently as well as part of a team.
- Availability to work the required hours as required by the Aetna San Diego Pilot Project.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

CONTACT

Applicants should e-mail or fax a current resume to Gerry Balcazar at: Gerry@visionycompromiso.org • fax (213) 613-0633