JOB ANNOUNCEMENT

PROMOTOR COMUNITARIO

Plumas, Humboldt, El Dorado, San Benito and Shasta

Title: Promotor Comunitario
Reports to: Program Manager
Program: Medi-Cal
FLSA Status: Non-Exempt
Position Status: Temporary - Part-time (up to 20 hour per week)
Effective Date: April 2020 to June 30 2022

POSITION SUMMARY

Under the direct supervision of the Program Manager, the Promotor Comunitario will conduct outreach, education, and enrollment for the Medi-Cal Program.

• Essential Duties and Responsibilities
  • Plan and organize outreach, education, enrollment in and navigation into the Medi-Cal program in English and Spanish
  • Identify and secure potential sites and groups to provide information about the Medi-Cal program.
  • Interview people of diverse socioeconomic background, gather information, collect data, and evaluate information for accuracy and consistency; report data utilizing a Salesforce database.
  • Participate in the training provided by Visión y Compromiso.
  • Maintain accurate, up-to-date records and files on all outreach and education activities conducted, including any documentation applicable regarding the requirements for eligibility and compliance with the activities.
  • Maintain consistent and constant communication with the Program Manager regarding all pertinent Medi-Cal activities assigned.
  • Attend all scheduled meetings with the project team, as needed.
  • Adhere to HIPAA guideline.
  • Advocate for patients and community participants’ rights, health, and well-being; encourage participants to advocate for their own health.

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.
- Be able to get certified by CCHI by passing navigator test upon receiving a training.
- Be able to utilize electronic portals, such as Salesforce or similar.
- Proficiency in the use of computer and software

**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.
- A minimum of two (2) years of experience assisting community member to apply for health coverage such as Medi-Cal and Covered California.

**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 during enrollment events, 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 providing educational activities to adults.
- Experience in using technology to enroll clients in a program, study or related activity.
- Ability to work independently as well as part of a team.
- Availability to work the required hours as required by the Medi-Cal Program.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

**CONTACT**

Applicants should e-mail or fax a current resume to Hugo Ramirez • Hugo@visionycompromiso.org • fax (213) 613-0633