



## 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 organized 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 Gather information, collect data, and evaluate information for accuracy and consistency; report data utilizing a Salesforce data base.
- 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 certify 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](mailto:Hugo@visionycompromiso.org) • fax (213) 613-0633