



## JOB ANNOUNCEMENT

### PROMOTOR COMUNITARIO

MONTERREY BAY

**Title:** Promotor Comunitario  
**Reports to:** Program Coordinator  
**Program:** Medi-Medi  
**FLSA Status:** Non-Exempt  
**Position Status:** Temporary - Part-time (up to 20 hour per week)  
**Effective Date:** August 2020 to December 31 2020

#### POSITION SUMMARY

Under the direct supervision of the **Program Coordinator**, the Promotor Comunitario will conduct outreach, educational and referral activities **for the Medi-Medi Monterrey Program** at different sites and community events in **Monterey Bay County**. The Promotor Comunitario is responsible for completing the required programmatic reporting in a timely manner.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain consistent and constant communication with the Program Manager regarding all pertinent Medi-Medi activities assigned
- Identify and secure potential sites and groups to provide information about Medi-Medi program
- Conduct education activities to give the information about Medi-Medi program.
- Refer the participants to the CCHI agent.
- Collection of Eligible Beneficiaries data
- Collection of household eligibility data
- Broker interface procedures
- Participate in the training provide by CCHI December 2019. Dates to be determined.
- Participate in the outreach, educational and enrollment events, scheduled from December 2019 to June 30, 2019 by the Medi-Medi in Monterrey Bay, California.
- Plan and organized outreach and education activities during the enrollment events in English and Spanish.
- 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 program components
- 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 and/or bilingual Latino communities
- A minimum of two (2) years of experience conducting outreach and providing community health education.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

A Valid California Driver's License and basic liability car's 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 required to enter data 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-Medi Program.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

## **CONTACT**

Applicants should e-mail a current resume to:

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