



JOB ANNOUNCEMENT

LEAD PROMOTOR

LOS ANGELES

Title: Lead Promotor
Reports to: Program Coordinator
Program: Medi-Medi
FLSA Status: Non-Exempt
Position Status: Temporary - Part-time (up to 30 hour per week)
Effective Date: July 2020 to December 31, 2020

POSITION SUMMARY

Under the direct supervision of the Program Coordinator, the Lead Promotor will work alongside a Promotor Comunitario to conduct outreach, educational and referral activities to the 65+ population living in Los Angeles County and guide them to apply and navigate the Medi-Medi Program. The Lead Promotor is responsible for completing the required programmatic reporting in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Have a good understanding and experience working with Medicare and Medi-Cal, navigation of it's benefits and application process.
- Work closely with the Promotor Comunitario to set daily and weekly activities for outreach.
- Have good communications skills in English and Spanish.
- Identify and secure potential sites and groups to provide information about the Medi-Medi program.
- Plan, organize and conduct outreach, education and enrollment activities to eligible members about the Medi-Medi program during the enrollment period in English and Spanish from July 2020 to December 2020 in Los Angeles County.
- Conduct outreach at locations that offer essential services, while practicing COVID safety measures.
- Conduct virtual education in English and Spanish to share benefits by utilizing online platforms that may include, Zoom, Google Meet and other social media outlets.
- Be available to conduct and support the enrollment activities over the phone to eligible community members about the Medi-Medi program.
- Be comfortable utilizing technology, devices and have access to the internet.
- Collect eligible beneficiaries data and input in an online data tracking system.
- Collect Household eligibility data and maintain confidentiality with information.
- Participate in the training provided by Vision y Compromiso. Dates to be determined.
- 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 Coordinator regarding all pertinent Medi-Medi activities assigned.
- 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 some 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.
- Have worked with the Medi-Cal system and Medicare benefits.

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.
- 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 or fax a current resume to Lupe Gonzalez • lupe@visionycompromiso.org •