



EMPLOYMENT OPPORTUNITY

PROMOTOR COMUNITARIO

Title:	Promotor Comunitario
Starting Wage:	\$22.50 per hour
Reports to:	Behavioral Health Programs Manager
Location:	Riverside County, Los Angeles County, and Orange County
FLSA Status:	Non- Exempt
Position Status:	Up to 33 hours for the entire program
Effective Date:	October 2023 ending on or before March 30, 2024

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

POSITION SUMMARY

Under the direct supervision of the Behavioral Health Program Manager, the Promotor Comunitario will attend two monthly webinars, a mental health webinar and a virtual discussion webinar, where promotores will work collectively to design a community presentation based on the webinar attended, develop monthly community presentations, and facilitate three workshops in the community based on the presentations created to increase mental health awareness and education within the community.

HOW TO APPLY

Applications will be open October 23, 2023, until the position has been filled. Please submit resumes and questions to Mayra Angeles Hernandez at (mayra@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Identify potential sites and groups to conduct workshops in the assigned region. Workshops can also be conducted via Zoom.
- Attend trainings, facilitate workshops, and participate in feedback groups, throughout the project.
- Prepare the necessary materials for each workshop, including but not limited to printed materials, attendance lists, and evaluations.
- Collect data such as attendance lists and demographics to document the delivery of the workshops.
- Maintain communication with the participants of the workshops to provide workshop reminders and encourage participation. Proactively engage with workshop participants through timely and necessary follow-up to ensure their ongoing engagement and progress within the information and materials.
- Maintain accurate, up-to-date records and files on all workshops conducted, including any documentation regarding the requirements for eligibility and compliance with services.
- Report all information to the Behavioral Health Program Manager, including attendance at all webinars and data collection. Maintain consistent and constant communication with the Behavioral Health Program Manager and Training and Education Director regarding all program components, including attending meetings with the program team.

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 position 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 education 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 one (1) year of experience utilizing and navigating database technology and connecting community members to relevant services.
- Training and/or experience working with individuals and/or families in the areas of mental health, substance abuse, domestic violence, crisis intervention.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

LANGUAGE SKILLS

Proficiency in leading and facilitating engaging discussions and educational presentations for both small and large groups. Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete reports and write business correspondence. Ability to effectively present information and respond to questions from individuals, groups, and the public. Due to the population served, the ability to do so in Spanish and/or English is preferred.

COMPUTER SKILLS

Proficiency in utilizing technology to navigate community members to relevant mental health services as needed. Computer skills for the purpose of data entry during enrollment events, sending and receiving email, and calendar scheduling. Comfortable using and learning new technology. Proficiency in Google Suite, Microsoft Office (Excel, Word, PowerPoint) and zoom or telecommunication software is preferred.

TRAVEL REQUIREMENTS

The ability to travel within the assigned region as required.

PREFERRED SKILLS AND QUALIFICATIONS

- Experience conducting successful outreach in diverse settings.
- Experience in design and providing educational activities to adults.
- Ability to work independently as well as part of a team.
- Availability to work the required hours as required.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Strong organizational skills, with the ability to effectively link community resources to the specific needs of program participants.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit up to 15% of the time, stand 50%, walk 20% of the time, and travel or drive 15% of the time. The employee is routinely required to carry and/or lift up to 10 pounds and occasionally up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies with the locations at which outreach, and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

The noise level in these various work environments is typically moderate.

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