



## Employment Opportunity

### Asthma Specialist

<b>Title:</b>	Asthma Specialist
<b>Reports to:</b>	Asthma Remediation Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Regular, Full time
<b>Starting Wage:</b>	\$30 per hour
<b>Effective Date:</b>	March 2025
<b>Location:</b>	In-person in the assigned region (either the Coachella Valley, Kern County, Riverside County, Madera County, Los Angeles County, or other region), with some administrative duties carried out from home or an approved remote office location
<b>Travel:</b>	This position requires regular travel throughout the assigned region. Must have access to a personal vehicle or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions.
<b>Schedule:</b>	Typically Monday-Friday with some evening and weekend work as required to meet program objectives.

#### Position Summary

Under the direct supervision of the Asthma Remediation Manager, the Asthma Specialist will be responsible for providing asthma-related home visiting services to Visión y Compromiso's community members. In coordination with other Visión y Compromiso management and staff, the Specialist will work collaboratively with diverse community members with asthma to provide asthma self-management education, as well as to identify and help address asthma environmental triggers in the home. The Specialist's work is a part of Visión y Compromiso's Asthma Remediation initiative, which ultimately helps people with poorly controlled asthma better manage their disease, reduce emergency department and hospital usage, and better serve communities inequitably burdened by asthma.

#### How to Apply

Applications will be open March 27, 2025, until the position has been filled. Please submit resumes and questions to Susana Carranza at [susana@visionycompromiso.org](mailto:susana@visionycompromiso.org).

#### Essential Functions, Duties, and Responsibilities

##### Direct Community Services:

- Manage designated caseload.
- Assist with community member referral and recruitment activities, including reaching out to potential participants and enrolling new participants.
- Support potential participants with creating a personalized treatment plan based on the participant asthma severity, including medications (controller, and rescue inhalers), lifestyle modifications and environmental control strategies.
- Perform home visits for participants to deliver asthma education, identify asthma triggers, and reduce or eliminate those triggers and conduct asthma control tests.
- Teach participants about asthma self-management and steps to reduce asthma triggers in the home.
- Provide participants with supplies to help control triggers in the home, such as air cleaners, asthma-friendly cleaning products, and moisture-control supplies.
- Connect participants with other health and wellbeing resources in the community to address other needs such as food insecurity, healthcare access, housing legal aid, etc.

##### Planning and Coordination:

- Coordinate the delivery of other services for the client as appropriate, including pest management, mold remediation, and ventilation improvements.
- Establish relationships with landlords and homeowners to support potential participants with home improvement as part of the remediation goal plan.
- Collaborate with schools and other organizations on the implementation of a referral system and support parents and students without a primary care provider.
- Coordinate with clinical partners as needed.
- Participate in Asthma Program team meetings at least monthly to review cases and evaluate program progress.
- Understand and follow the work plan provided by the Asthma Remediation Manager.
- Maintain consistent and constant communication with the Asthma Remediation Manager regarding all pertinent activities assigned.

**Budget and Resource Management:**

- Understand the requirements and restrictions for specific line items outlined in the project budget (e.g., remediation supplies)
- Communicate to the Asthma Remediation Manager any potential budget issues.
- Regularly review and update program resources to ensure they are current and facilitate successful referrals for program participants.

**Reporting and Documentation:**

- Document all services and referrals within the program data management system for reporting and billing. Share client reports with the Asthma Remediation manager and other staff.
- Secure all relevant authorizations needed for client services, including managed care plan and/or medical provider orders and authorizations.
- Maintain reports and member information organized and confidential
- Report emergencies or other issues that occur in the field to the Asthma Remediation Manager.

**Logistics and Support:**

- Provide and transport equipment and supplies needed by the team for day-to-day and event activities.

**External and Community Engagement:**

- Participate in meetings with funders and project sponsoring entities if required by the Asthma Remediation Manager.
- Provide the members with referrals to additional resources in support of their needs.

**Compliance and Goal-Meeting:**

- Follow organizational and state policies related to the implementation of the Asthma Remediation program.
- Consistently meet all assigned productivity and outcome goals.
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by the Asthma Remediation Manager for this position.

**Additional Duties**

- Participate in ongoing training and professional development opportunities.
- Participate in training and staff meetings necessary to perform the tasks, and achieve the goals, CalAIM Asthma program.
- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Other duties as 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.**

**Required Competencies****Education/Experience**

- There is no minimum educational requirement.
- A minimum of two (2) years of experience working with monolingual and/or bilingual Latino communities.
- A minimum of two (2) years of experience or 2,000-hour equivalent of field experience conducting outreach and providing community health awareness.
- A minimum of one (1) year experience providing health-education, counseling, or similar services to individuals and/or families.

**Skills**

- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.
- Understanding of the Promotora Model or other community leadership models and its role in creating health equity, nationally and internationally.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and effective establishment of priorities.
- Ability to work independently to complete responsibilities with minimal supervision, carry out assigned tasks with accuracy and efficiency, and address challenges proactively.
- Ability to work as an integral part of a team.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Strong interpersonal, communication and client-centered skills, including cultural humility.
- Ability to maintain patient confidentiality.
- Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials, and the public.

- Ability to monitor the activities of a work plan and conduct community events while networking with other community organizations.
- Availability to work evenings, weekends, and some holidays will be required.

### Language Skills

- Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to effectively present information and respond to questions from individuals, groups, and the public.
- Because of the population served, **the ability to read, write and speak fluently in English and Spanish is required.**

### Computer Skills

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, etc.) and Google Chrome or other widely used and supported Internet browsers as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram, and WhatsApp.

### Certificates, Licenses, and Registrations

- Completed a training offered by the Asthma Management Academy or other equivalent program.
- Valid Driver's 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 required if driving.
- CPR certification (must be complete within 2 months of hire)
- Mandated Reporter Training certification (must be completed within 2 weeks of hire)

### Preferred Competencies – Nice to Have

- Experience in providing educational activities to adults and youth.
- Experience conducting successful outreach in diverse settings.

### Physical and Mental Demands

- Must be able to move about in multiple work environments up to 75% of the time.
- Must be able to remain in a stationary position up to 50% of the time.
- Must be able to detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
- Frequently works in outdoor weather conditions.
- Frequently moves outreach equipment weighing up to 20 pounds across worksites, into and out of vehicles, and in the community for various class and event needs.
- Frequently communicates with community members, colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Frequently operates a computer, smart phone, and other office productivity machinery, such as a calculator, copy machine, and computer printer.
  - Must be able to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
  - Must be able to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
  - Must be able to work and sustain attention with distractions and/or interruptions.
  - Must be able to maintain regular attendance and be punctual.
  - Must be able to understand, remember and follow verbal and written instructions.
  - Must be able to complete assigned tasks without direct supervision.

**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.**

### Work Environment

- This job operates in the field a majority of the time, traveling to community members' locations within local neighborhoods including home visits and meetings in public spaces like clubhouse/rec rooms, community centers, partners' offices, resource fairs, etc. and may work part of the time from an approved remote/home office and/or in a professional office environment.
- The noise level in these various work environments is typically quiet to moderate.

**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.**

### Equal Opportunity & Non-Harassment

Visión y Compromiso is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law. Visión y Compromiso reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.

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