

# Salud Para La Gente

*Working Together for a Healthy Community*

## **COMMUNITY HEALTH SUPERVISOR** **(Exempt/Non-Union/Full-Time)**

**Posting Date: June 30, 2016**

**Closing Date: July 8, 2016**

The Community Health Supervisor is responsible for ensuring access to health care, public benefits, social services, and community resources that support health improvement and wellbeing through community education and effective collaboration with Salud Para La Gente team members and community partners. This position is under the direct supervision of the Community Health Services Manager.

The ideal candidate will embrace our mission, vision and values, and possess the skills and ability to provide excellent health education in a FQHC setting. The selected candidate will possess a high degree of personal credibility, honesty and integrity and a commitment to collaboration and transparency.

### **THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE:**

1. Hire, train, evaluate and supervise Community Health Outreach Worker and Outreach and Enrollment Coordinator staff.
2. Assign and schedule work; monitor work performance; and handle personnel operations including performance appraisals, paid time off request approvals and preparing time sheets.
3. Monitor and assign workload to staff to ensure productivity and responsiveness to staff, patient and community needs; recommend appropriate staffing levels.
4. Identify workflow efficiencies that improve overall service, productivity and integration with other Salud and community services.
5. Provide technical assistance to staff.
6. Ensure effective functioning of the department in accordance with established policies and procedures.
7. Seek feedback from staff, patients and community to continuously make improvements.
8. Establish integration within the organization's service delivery system, ensuring the community has access to services needed to support health and well-being.
9. Ensure public benefits enrollment, retention and utilization including but not limited to public health insurance (Medi-Cal and Covered California) and food stamps (CalFresh) for patients and the community.
10. Ensure delivery of community based health programs for appropriate target groups including outreach and health education relating to health care access, health and social services, and health topics important to the community.
11. Coordinate, oversee and conduct community outreach efforts to increase community access to health and social services.
12. Ensure timely and informative response to requests for community engagements.
13. Develop, maintain and facilitate productive and positive collaborative programs and relationships internally and with community partners that support community-wide health improvement; identify opportunities for outreach and collaboration; provide and obtain information and materials; represent Salud in the community at meetings and functions.

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14. Establish and maintain data reporting systems to evaluate services demonstrate program value and impact and support funding requests and reports.
15. Ensure collection and maintenance of accurate statistics of client encounters and program activities, including EHR documentation.
16. Support and facilitate funding requests and reporting related to department programs and activities.
17. Continually develop program strategies and goals using data driven approaches and best practices.
18. Perform under limited supervision with accountability for program timelines and goals.
19. Ensure a productive work environment and achievement of goals through strategies and practices in line with the CARE fundamentals of communication.
20. Performs other duties as assigned.

## **REQUIRED MINIMUM QUALIFICATIONS:**

- BA or BS degree in related field or equivalent work experience
- Bilingual, Spanish/English
- Three years supervising community health workers, health educators, or public benefits application assistants
- Demonstrated experience preparing presentations and public speaking with diverse audiences
- Three years leading successful community outreach and education, social service, public benefits enrollment or resource referral program
- Demonstrated program coordination and strategic leadership skills
- Knowledge of human/social service programs in the immediate community
- Extremely organized and detail-oriented
- Ability to work flexible hours as needed, including evening and weekends
- Excellent written and oral communication skills with diverse audiences

## **PREFERRED QUALIFICATIONS:**

- MPH or MSW degree
- Working knowledge of the principles and practices of health education including learning theories
- Working knowledge of planning, implementation and evaluation of community health programs
- Certified Application Assistor or Certified Enrollment Counselor

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 50 pounds.

## **SALARY & BENEFITS**

Full-time, exempt position. Competitive salary and benefits package. Benefits include medical, dental, vision, life insurance, voluntary long term disability and 401(k).

## **APPLICATION PROCESS**

Please submit a current resume and cover letter to [careers@splg.org](mailto:careers@splg.org) by **July 8, 2016** .

**\*\*SALUD PARA LA GENTE IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER. EMLPOYEES SHALL NOT BE DISCRIMINATED AGAINST BECAUSE OF RACE, RELIGION, SEX, NATIONAL ORIGIN, ETHNICITY, AGE, DISABILITY, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY, COLOR, MARITAL STATUS, MEDICAL CONDITION OR ANY OTHER BASIS PROTECTED BY LAW.\*\***