

RIVERSIDE COMMUNITY HEALTH FOUNDATION POSITION DESCRIPTION

Position Title: Chronic Disease Outreach Worker

Reports to: Chronic Disease Program Coordinator

FLSA Status: Non Exempt

Position Summary: This position will provide a variety of prevention and intervention bicultural education programs and outreach services to individuals and families at community sites. This position will concentrate on chronic disease relevant to target population.

Position Responsibilities:

1. Uphold and support the mission, philosophy, objectives, policies and ethics of RCHF.
2. Receive training, including health education, leadership development, public speaking, team building, referrals, and resources.
3. Provide prevention and intervention health education and fitness classes, workshops, and presentations focusing on chronic disease throughout various community sites.
4. Assist community residents in accessing services and presenting direct messages about chronic disease prevention and management through outreach and community engagement.
5. Attend and assist with Riverside Community Diabetes Collaborative (RCDC) meetings, strategies, activities, and maintaining communication with partner agencies.
6. Work together with RCHF chronic disease staff to coordinate the Together We Can diabetes wellness program including cooking classes, mini-series, prevention/management classes, support groups, and the annual seminar.
7. Work together with RCHF chronic disease staff to coordinate the Youth Active in Health Awareness (YAH) Conference.
8. Attend and represent RCHF/RCDC at relevant partner meetings and collaborations.

9. Assist with the development and cultivation of relationships with community leaders, agencies, and health/chronic disease organizations.
10. Track and maintain all records, assist with maintaining database, implementing evaluation components, and submit reports on a timely basis.
11. Work closely with other community agencies and make referrals as needed.
12. Participate in a minimum of ten (10) community health fairs and events annually representing RCHF/RCDC.
13. Provide assistance/support to other Foundation programs as needed.

Minimum Qualifications:

Education:

- Bachelor's degree in health related field

Experience:

- Participation and/or leadership role in community groups
- Minimum one year providing community education desired

Knowledge & Skills:

- Ability to implement professional and community based education programs
- Ability to develop and conduct health education presentations on various topics
- Ability to effectively interact with a diverse community population
- Ability to work independently with minimal supervision; self-motivated
- Possession of high degree of organizational skills
- Possession of good verbal and written communication skills
- Proficiency in operation of various office machines and computer software programs including Microsoft Suite
- Ability to set goals and to work toward meeting those goals in an organized manner
- Ability to work on multiple projects at once
- Ability to maintain the highest level of confidentiality in all work assigned
- Ability to present a professional appearance both in dress and demeanor
- Ability to follow directions
- Flexibility to work occasional evenings and weekends
- Ability to read, write, speak and communicate in English
- Bilingual English/Spanish desired but not required

President/CEO

Date of Last Review

I have carefully read and understand this job description. In addition, I can state for the record that I am able to perform all job requirements as listed.

Employee

Date

Revised 06/2017