



Job Description

Job Title: Community Health Advocate
Department: Community Engagement
Reports to: Senior Community Engagement Coordinator
FLSA Classification: Non-exempt
Supervises: N/A
Pay Rate Starting at: 20.0540/Per Hour

POSITION OVERVIEW

The primary role of the Community Health Advocate is to advocate, coordinate and implement healthcare services and educational programs to the residents of the Coachella Valley Housing Coalition (CVHC) communities. The Community Health Advocate will build partnerships with health providers and oversee new and existing health and wellness programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Implement and coordinate CVHC's Health + Housing Initiative.
- Identify health care needs of the residents and work to fill those needs with healthcare providers and promoters. A particular focus should be placed on the health needs of CHVC residents which include telemedicine, diabetes education, mental health services, heart disease, proper nutrition, dental, and other preventative health needs.
- Educate residents through educational materials, trainings, group learning, and any other ways that educate and teach residents what is needed to improve health.
- Create flyers, programs, announcements, videos, photo montages and other promotional materials related to Community Healthcare programs and events.
- Update Facebook, website, and other social media, as necessary.
- Compute, type, and record data or other information such as resident services records, contracts, Memoranda of Understanding (MOUs), attendance sheets, or reports as needed.
- Compile, copy, sort, and file records of office activities, business transactions, and other documents related to healthcare engagement.
- Conduct resident surveys to gauge need for adequate health services and programs.
- Follow-up on program provider paperwork including attendance sheets, invoices, monthly reports, and insurance documentation.
- Process, follow-up, and submit for payment requests to the Finance Department consisting of all contracted services, and purchase orders with prior review and authorization by the Senior Community Engagement Coordinator.
- Assist in the scheduling of events, appointments, and meetings, including mobile

healthcare services.

- Work directly with residents, service providers, and other community organizations as needed to promote adequate healthcare programs and services at CVHC properties.
- Assist the community engagement department in the coordination of CVHC events and other activities as needed.
- Participate in trainings provided by funding sources.
- Work may require extensive time away from the office at various CVHC sites, meetings, events, etc., throughout Riverside County.
- Work requires delivering supplies, projects, books, supplies, activity kits, meals, produce, and other items to residents at various sites.
- All other related duties as assigned.

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 and/or Experience

- Associates Degree (A.A) or higher plus a minimum of two (2) years of experience in a healthcare and/or advocacy field.

Required Technical Skills

- Working knowledge of computers and most used business software to include, Microsoft Word, Excel, Outlook, PowerPoint.

Required Licenses/Certifications

- Valid California Driver's license

Other Skills and Abilities

- Have attention to detail, with excellent follow through on assigned work.
- Have a strong working knowledge of MS Word, Excel, Power Point, and other Office software applications.
- Seeks clarity on priorities as needed, monitors the quality and timeliness of own work.
- The ability to effectively communicate with all levels of the organization and its partners.
- Have good writing and verbal communication skills, including public speaking.
- Be highly organized.
- Be capable of managing multiple priorities and able to prioritize work assignments
- Able to maintain strict confidentiality throughout the organization.
- Knowledge of use of social media outlets such as Facebook, Twitter, etc.
- CVHC requires a criminal background check for the safety of our residents. An employment offer is conditional until CVHC has received a federal criminal background check verifying eligibility to work in our Community Services programs.

- Ability to work effectively for the causes of low-income housing and the programs that support the organization.
- Must maintain and submit current proof of auto insurance and have reliable transportation.
- Bilingual English/Spanish speaking, reading, and writing required.

PHYSICAL DEMANDS

The physical demands described on the attached “Physical Demands of Position” chart 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. See attached “*Physical Demands of the Position*”.

CONFIDENTIAL INFORMATION

This position has access to confidential information – customer personal data and medical records.

COMPANY FUNDS

This position has no access to company funds.

SAFETY

Comply with established safe work practices and attend all safety-related training provided or made available by the Company.

Equal Opportunity Employer

PHYSICAL DEMANDS OF POSITION

Job Title: Community Health Advocate

Date: [Click here to enter a date.](#)

How many hours are worked per day? 8 hours

When completing this form, look at the job from a typical/average workday perspective.

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- ☐ Close Vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☒ No special vision requirements

List specific job duties that require the physical demands selected above: