

IBERO-AMERICAN ACTION LEAGUE, INC.

911 East Main Street Rochester, NY 14605-2722

JOB ANNOUNCEMENT

POSITION: Health Promoter

Hilda Rosario Escher

PROGRAM: Promotores de Salud

President &

SALARY: \$31,000 - \$33,000 Full-Time Position

Chief Executive Officer

SPECIFIC REQUIREMENTS ARE:

- * Bachelors degree in Social Work or related field.
- * A minimum of 2 years of experience working with the Latino community in health related and human services programs.
- * Bilingual in Spanish and English.
- * Excellent computer, organizational and communication skills.
- * Demonstrated ability to work with other service providers.
- * Able to provide own/client transportation
- * An equivalent combination of education and experience other than specified may be accepted by President & CEO.

DUTIES:

- * Establishes and maintains good working relationships with program staff, health care facilities, other Ibero's programs' staff and professionals from other community programs to facilitate and coordinate services for the clients.
- * Identifies Latinos in the community through outreach activities linking them to health insurance and health care services.
- * Refers and monitors clients to services in the community as needed.
- * Makes home visits, provides interpretation and transportation services as needed.
- * Assists in promoting the program in the community.
- * Assists in organizing, and conducting educational workshops/activities for the clients.
- * Maintains excellent daily records of outreach activities .
- * Maintains up-to-date case notes about services provided in individual clients' records.
- * Prepares and submits program's monthly report and any other required reports.
- * Attends formal and informal training sessions in/outside the agency.
- * Becomes a specialist in assigned health disparity area.
- * Participates in community activities as representative of the program when assigned.
- * Is available to work outside regularly scheduled work hours as needed.
- * Any other duties as may be assigned by the immediate supervisor.

DEADLINE: Until Position is Filled

MAIL RESUME TO: Elisa DeJesus, M.S., Vice-Pres. Family Services Division
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A United Way Agency

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