

**Outreach Manager, Latine Community Health Worker/Promotor(a) de Salud
JOB DESCRIPTION**



Title: Outreach Manager, Latine Community Health Worker/Promotor(a) de Salud	
Division: Mission Outcomes	
Department: Health Equity	
Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Salaried <input type="checkbox"/> Hourly	Weekly Hours: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Reports To: Director of Health Equity	

POSITION OVERVIEW

The Outreach Manager (OM) builds and maintains relationships with people impacted by epilepsy and the organizations that support them to ensure that no one journeys alone through epilepsy. The Outreach Manager, Latine CHW serves Latine communities across the state and provides opportunities for connection and support for people impacted by epilepsy and seizures. The OM is the primary Epilepsy Foundation of Minnesota (EFMN) point of contact for Latine communities.

Job Function	Percentage
<p><u>RELATIONSHIP MANAGEMENT</u> <i>Community Outreach (CONNECT)</i></p> <ul style="list-style-type: none"> ● Maintains and builds trust and connections with people with epilepsy in Latine communities to deepen their engagement with EFMN ● Provides opportunities for people of all ages impacted by epilepsy to connect with one another, including but not limited to: <ul style="list-style-type: none"> ○ Hosting community gatherings and programs ○ Leading assigned online Connect Group meetings ● Builds strong partnerships with organizations that serve people with epilepsy in Latine communities to include but not limited to: <ul style="list-style-type: none"> ○ School Nurses and Schools ○ Hospitals & Clinics ○ Places of Employment ○ Nonprofit organizations ○ Culturally significant organizations (e.g. faith communities, etc) ○ Government agencies ● Manages Volunteers: <ul style="list-style-type: none"> ○ Recruits, trains and oversees volunteers to help host events and programs. ○ Establishes and maintains a Latine Outreach Committee composed of community members to advise OM work ● Supports, promotes and provides input to EFMN initiatives for 	90%

**Outreach Manager, Latine Community Health Worker/Promotor(a) de Salud
JOB DESCRIPTION**

<p>people with epilepsy including: fundraising walks, youth and family programming, and advocacy events</p> <ul style="list-style-type: none"> ● Collaborates with colleagues in regional positions, to provide support to Latine Communities within those regions. <p><i>Client Services (EMPOWER)</i></p> <ul style="list-style-type: none"> ● Provides customized 1:1 support online, on the phone, and in person to individuals, caregivers, professionals and organizations to promote access to resources for living well with epilepsy ● Assists clients with: <ul style="list-style-type: none"> ○ understanding their diagnosis and strategies for managing it ○ learning how to confidently navigate healthcare and social service systems to effectively advocate for themselves and/or their loved one ○ Identifying root causes of challenges and finding relevant community resources (food/nutrition, transportation, financial, social support, etc.) ● Follows all policies and procedures in the Client Services handbook. <p><i>Education (EDUCATE)</i></p> <ul style="list-style-type: none"> ● Maintains a comprehensive understanding of EFMN’s education presentations and trainings. ● Manages Seizure Smart training requests from community organizations, including but not limited to: <ul style="list-style-type: none"> ○ offers on-demand, virtual live, and in-person training options ○ Schedules and executes trainings in Spanish and as assigned in English ○ Completes follow up and provides 1:1 resources as needed <p><u>ADMINISTRATIVE</u></p> <ul style="list-style-type: none"> ● Utilizes EFMN’s database for all contact reporting and tracking ● Provides required documentation for grant reporting, billing for services ● Manages expenses, including submitting reimbursements, completing transactions, etc. <p><i>Other duties as needed or required.</i></p>	
<p><u>PROJECT WORK</u></p> <ul style="list-style-type: none"> ● Works in collaboration with Director of Health Equity to review translated materials, advise colleagues on changes needed to better serve Latine communities in broader organizational programming, identify common/systemic barriers faced by clients 	<p align="center">10%</p>

Outreach Manager, Latine Community Health Worker/Promotor(a) de Salud
JOB DESCRIPTION

CORE COMPETENCIES

Commitment to Diversity

Health equity and cross-cultural competency - Applies principles of diversity, equity, inclusion, and intersectionality to internal and external work. Committed to ensuring the diversity of individuals and populations are considered in EFMN's policies, programs, and services. High level of self-awareness of one's own identity and culture, as well as internal biases that exist.

Commitment to Service

Responsive to the needs and requests of EFMN partners and participants. Extends courtesy, friendliness and overall respect to others.

Interpersonal Communication and Teamwork

Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.

Initiative

Demonstrates willingness to make significant contributions with little direction. Exercises good judgment and independent actions when appropriate.

SUPERVISION EXERCISED

NA

POSITION REQUIREMENTS:

- Fluency in Spanish and English
- Community Health Worker Certificate holder
- Must possess a valid driver's license, proof of current insurance coverage and dependable transportation.
- Proficient in Microsoft Office and electronic communication platforms such as Zoom.
- Proven public speaking and presentation skills.
- Demonstrated commitment to racial equity, social justice, and health equity.
- Demonstrated ability to work with individuals of varying abilities and from diverse backgrounds.
- Work done from home and in office options as approved by the department director and division head.

PREFERRED QUALIFICATIONS:

- 4 years' experience as a Community Health Worker
- One year experience working with volunteers.

PHYSICAL DEMANDS

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.

- Ability to sit and/or stand for up to 8 hours per day.
- Ability to look at a computer monitor, utilize a keyboard and mouse or equivalent equipment for

Outreach Manager, Latine Community Health Worker/Promotor(a) de Salud
JOB DESCRIPTION

up to 8 hours per day.

- Ability to use hands to handle, touch objects, tools or controls.
- Ability to lift and/or move up to 15 pounds.
- Ability to occasionally stoop and kneel.

TRAVEL

Regular travel within the state is expected, including possible occasional overnight travel . Regular evening work expected (4-6 days/month average). Occasional weekend work expected.

The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.