



Central Valley Health Network

October 2009

POSITION:

Community Health Leader
(Fresno Office)

RESPONSIBLE TO:

Regional Director

SUMMARY:

Under the supervision of the Central Valley Region *Network for a Healthy California's (Network)* Regional Director, the Community Health Leader is responsible for providing assistance to six Regional Network Programs including *Latino Campaign, African American Campaign, Retail Program, Children's Power Play! Campaign, Physical Activity Component and Worksite Program*. In addition, the Community Health Leader will act as a liaison between the *Network* programs and Central Valley Health Network's 12 Federally Qualified Health Centers. This individual will connect with Community Health Leaders located at these health centers and coordinate their participation of *Network* promotional events and trainings. The Community Health Leader will work with each Program Coordinator to assist with the day to day responsibilities for their programs as well as provide community outreach through participation in festivals, farmers markets, trainings and other activities. They will also aide in the maintenance of appropriate event records, surveys and evaluations as needed. The Community Health Leader will assist each Program Coordinator in recruitment of retail stores and farmers'/flea markets and will contact partners at organizations and or agencies for educational toolbox usage and program reach numbers. This person is also an identified media spokesperson for the Regional Network and may coordinate retail efforts of the *campaign*, as required by the supervisor.

EXPECTATIONS:

- Is a self-starter and needs minimum amount of direct supervision
- Pays close attention to detail
- Is committed to the mission of the organization
- Maintains good communications and relationships with members
- Works flexible or extended hours
- Will travel within Central Valley area and other areas as needed with occasional overnight stays
- Attends occasional weekend meetings/events
- Listens to and respects others' ideas

- Culturally Competent
- Bilingual (English/Spanish) Preferred

DUTIES and RESPONSIBILITIES

Assist the Program Coordinators in the management of food stamp eligible families using the *Fruit, Vegetable, and Physical Activity Toolbox for Community Educators (Toolbox)* through various channels including, festivals, and farmer/flea markets utilizing the *Conducting Successful Nutrition Education and Physical Promotions at Community Events Manual*, supermarkets, direct health and community-based organizations, and media for the seven-county Central Valley Region.

Act as a liaison between the *Network for a Healthy California* programs and Central Valley Health Network's 12 Federally Qualified Health Centers.

Connect with Community Health Leaders located at multiple health centers and coordinate their participation of *Network* promotional events and trainings.

Assist *campaign* coordinators in scheduling activities for annual work plan within allowed budget, track, and evaluate activities.

Assist to recruit, train, and coordinate specified coalition partners (professional and para-professional agency staff and volunteers) to conduct program activities targeting food stamp participants and food stamp eligible families in various channels including festivals, farmers/flea markets, supermarkets, direct health and community-based organizations, and the media.

Collaborate with and assist all *Network* Program Coordinators in promotional activities through designated channels as outlined in the Scope of Work

Assist Program Coordinators in forming liaisons with and between other organizations to coordinate and integrate outreach efforts for the programs in the Central Valley Region. Participate in Regional Teleconferences and additional meetings, trainings and/or conferences as requested.

Assist in identification and development of other potential program resources, such as grant opportunities and/or in-kind contributions of partnering agencies. Work closely with supervisors, program coordinators, regional partners and state staff to develop and promote sustainability and institutionalization of the program goals and activities in partnering agencies in assigned program channels.

Participate in the Central Valley Health and Nutrition Collaborative meetings, trainings, initiatives, forums and Action Teams.

Other related duties assigned.

MINIMUM REQUIREMENTS:

Education:

- HS Diploma

Prior Experience:

- Work or volunteer experience in community education.
- Some exposure to, and familiarity with, nonprofit organizations
- Has experience working with diverse communities
- Demonstrated writing and analytic ability
- Some exposure to, and familiarity with, nonprofit organizations

Skills

- Excellent oral, written, interpersonal, and presentation skills
- Ability to work confidentially and with discretion
- Modern office practices and procedures including email; Intermediate to advanced computer skills including Microsoft Office
- Ability to plan independently, organize work, multi-task and meet deadlines
- Attention to detail and excellent follow-through on work tasks
- Flexibility to adapt to changes in environment
- Interpersonal skills using discernment, patience and courtesy
- Ability to collect data and compile reports

Physical Requirements:

- Role involves standing, walking, pushing, pulling, lifting, sitting, twisting, driving, and the ability to lift and carry 20 pounds
- Valid Driver's License and proof of auto insurance

How to Apply:

- Submit a cover letter and resume to Mirella Preciado at mpreciado@cvhnclinics.org