

Care Alliance Health Center

A Nonprofit Community Health Center

JOB POSTING

Position: Community Engagement Coordinator
Reports to: Manager of External Affairs
Location: Cleveland, Ohio

EEO Category: Professional
Full/Part Time: Full Time
Shift: 8:00AM-4:30 PM

Job Summary:

The Community Engagement Coordinator (CEC) works with the community at the grassroots level to promote health access via Care Alliance Health Center (CAHC). The CEC builds relationships with community members and front line staff at local institutions including schools, social service agencies, businesses, and places of worship to create pipelines for new CAHC patients and inform CAHC's responsiveness to the community through our programs and services.

Task Responsibilities:

Include **but are not limited to:**

- Identify appropriate community networks and institutions including but not limited to social service providers, schools, hospitals, businesses, churches and mosques, etc.
- Establish inroads and positive relationships with front line staff at identified organizations, flag potential relationships for CAHC leadership.
- Represent and promote CAHC at relevant community events such as CMHA resident meetings, parent meetings
- Inform community member and leaders on available clinical and supportive services at CAHC, targeting messages to population. Link potential patients to services, including scheduling appointments.
- Conduct community presentations and workshops on CAHC services and health topics
- Design and implement community events such as open houses and health fairs
- Plan and execute grassroots community outreach including tabling, health promotion, flyer, door-to-door outreach with volunteers, etc.
- Serve as a liaison between the community and CAHC, providing relevant feedback and informing operations and programs, and coordinating the use of community spaces within CAHC facilities
- Support community engagement in the delivery of services at CAHC through the Community Advisory Boards, focus groups, and patient satisfaction surveys
- Organize activities to meet CAHC priorities and goals

Education and Experience:

Required:

- Bachelor's degree or commensurate experience
- A car, valid driver's license, and insurance are required
- Experience working in low-income, urban communities required

Equal Employment Opportunity

It is the policy of the Care Alliance Health Center to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status or veteran status is illegal.

Care Alliance Health Center

A Nonprofit Community Health Center



- Some evening and weekend hours are required

Preferred:

- Experience working in a community health setting preferred

Benefits

Care Alliance Health Center offers a rewarding and meaningful work environment. We offer competitive salaries and comprehensive benefits package including:

- Excellent Orientation Program
- Vacation Time
- Sick Time
- Life Insurance
- Short- and Long-Term Disability
- Continuing Education and Tuition Reimbursement
- 403B Retirement Plan with employer contribution after one year of service
- outreach and in reach services
- MAT Program
- School Base Health
- Tuition payment waiver available
- Traditional Clinic services and expanded hours (twice a week)
- Attractive HPSA scores

To apply for this position please send your updated resume to:

Human Resources

careers@carealliance.org

For additional information:

www.carealliance.org