**Outreach Worker Position Summary:**

To provide assistance to the organization’s patients at out satellite locations by finding services that the patient needs to take care of their non-medical social and financial needs. This will include working with community partners and local and state organizations. Patient confidentiality and knowledge of HIPPA rules is a priority. This position requires a self-starter that needs very little input to accomplish their work in providing services for our patients.

**Duties and Responsibilities:**

* Assist patients with the Medicaid application. Track and follow-up through completion.
* Assist patients to find transportation options to receive services.
* Learn and become familiar with what community partners are available for our patients (food, basic needs, transportation, and insurance).
* Assists patients with resolution of issues—navigating governmental departments, etc.
* Assists medical staff in researching options for the patients (other than medical referrals and medications).
* Assists with event coordinating and fundraising.
* Assist with bringing new resources to the community.
* Assists with advertising promotions.
* Performs other duties as assigned.

**Minimum Qualifications:**

* Certified Traditional Health Worker or Community Health Worker
* Knowledge of HIPPA privacy rules and regulations.
* Ability to establish and maintain effective working relationships with staff, patients, and the public.
* Excellent oral and written communication skills.
* Must be computer literate with knowledge of Microsoft Office (Word, Excel, Outlook)
* Ability to manage multiple tasks.
* Enthusiasm for working as a member of a team in a rapidly changing environment.
* Ability to work effectively and harmoniously with co-workers.
* Excellent organizational skills.
* Some travel required. Must have current driver’s License and automobile insurance.
* Experience in a non-profit health care setting preferred.
* Bachelor’s Degree from an accredited institution of higher education, preferred.

**Preferred Qualifications:**

* Intermediate level computer skills and ability to use Microsoft Windows, Explorer, Word and Excel
* Experience in Non-profit preferred: 1 year

**Physical Demands:**

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person
* Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to assess the patients, comprehend written medical charts, medical information, work instructions, and to review, evaluate and prepare a variety of written documents and materials.
* Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to assess patients, use medical equipment, operate computer equipment and other office equipment.
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a medical and office environment
* Sufficient personal and physical capabilities, with or without reasonable accommodation, which permits the employee to make presentations to large and small groups
* Must be able to occasionally lift up to 30 pounds

**Additional Requirements:**

* Submit to and pass a drug test
* Successfully complete a criminal background check

**Working Conditions:**

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.