

## COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA

### Health Programs

#### Job Description

**Job Title:** Community Education and Outreach Coordinator

**Reports to:** Reproductive Health Program Manager

**Areas of Responsibility:** To develop, manage and maintain a Community Education and Outreach case management program for Reproductive Health Program clients. Community Education and Outreach will provide and advocate for sexuality and reproductive health education for youth and parents/adults as internal and external customers. The prevention efforts will focus on but not limited to contraception and sexually transmitted infections. While educating to assure clients make informed decisions with regard to their care in harmony with the own ethical beliefs and values while delivering quality reproductive health care in a manner that protects their integrity and confidentiality.

**Major Duties:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

1. Play an active role in patient care using the team-based Patient Centered Medical Home Care Model within the Title X – Reproductive Health Program RHP).
2. Implement education programs and build relationships within the Community Action Partnership of Western Nebraska (CAPWN) covered community counties, by providing education and resources to the community. Design and implement community education programs. Increase capacity through the creation, fostering of collaborative partnerships and participation in community health and street fairs/events. Will be responsible for documenting their education and outreach activities.
3. Provide quality services to Family Planning users ensuring compliance with Federal and State guidelines as well as the Adolescent Health Project (AHP/Contraceptive Access Project (CAP)).
4. Develop collaborative relationships with the private health services delivery community to establish supportive referral arrangements.
5. Be knowledgeable of community social support agencies and the services available to patients and their families.
6. Maintain necessary knowledge and skills to implement education program; stay current on recent studies on sexuality, sexual health and reproductive rights and education, family communication, educational approaches to children, teens and parents, sexuality and developmental disabilities.
7. Ensure that program goals and objectives are met by reporting on a program timeline and reaching quarterly goals and serving as trainer, presenter and lecturer as needed.
8. Work in collaboration with the Reproductive Health Program Manager and Health Center Providers on a regularly scheduled basis in regarding patient care and to promote family planning health education services. To foster public awareness and to provide expertise and to influence decision makers at the local and state levels.
9. Perform intake skills, including weight, height, blood pressure, patient visits with EMR documentation, prepare rooms, assist Providers as needed, and CLIA waived lab procedures.
10. Data input into software or manual logs; perform coding and billing duties as assigned.
11. Provide HIV and STI testing, counseling, referral, treatment per program protocols and assist in the reporting to State HIV and STI Prevention Programs.
12. Maintain an understanding of and operate under guidelines of Nebraska Department of Health and Human Services, Title X agency policies and procedures; work cooperatively to meet program performance standards, workplace goals and client goals.

13. Attend staff meetings and training opportunities as required.
14. Participate in the Performance Measurement and Improvement (PMI) activities.
15. Other duties as assigned by supervisor.

**Working Conditions:**

- Clinic environment 40%, 60% training, meetings, and community interaction.
- Well-lit, temperature-controlled clinical setting, with standard medical and office equipment available.
- Work is frequently stressful and requires meeting tight deadlines.
- Work in a highly volatile program in a state of change with many interruptions and interactions.
- Must be able to work irregular hours, some weekends and evenings and out of town training.
- The noise level in the work environment is above average.

**Physical Requirements:**

- Ability to frequently bend, stoop, squat, walk and pull drawers.
- Manual dexterity sufficient to operate office and medical equipment.
- Must regularly talk, hear and have close vision ability to record and communicate appropriate documents and records.
- Occasionally lifting and carrying up to 30 pounds.

**Minimum Qualifications:**

**Grade: 16**

1. Valid Licensed Practical Nurse License, with a minimum of one years' experience in Health Clinic, preferably in women's health, public health or community health. OR Minimum of five years' experience in Outreach Education preferably in women's health, public health, or community education.
2. Ability to maintain a current CPR certification.
3. Computer literate in Microsoft Outlook and other programs such as Microsoft Office Word, Excel, and Power Point.
4. Valid driver's license with good driving record and insured vehicle available at all times.
5. Able to communicate effectively with individuals of diverse ages, abilities, cultures, socioeconomic backgrounds, and sexual orientations.

**Grade: 17**

1. Meet the minimum qualifications above;
2. Valid Licensed Practical Nurse License, with a minimum of three years' experience in Health Clinic, preferably in women's health, public health or community health. OR Minimum of eight years' experience in Outreach Education preferably in women's health, public health, or community education.