



CENTRO LA FAMILIA
ADVOCACY SERVICES
FAMILY SUPPORT CENTER

JOB DESCRIPTION

TITLE: Promotora (Community Liaison)

Qualification:

Education: B.A./B.S Degree in Human Services, Public Health, Social Services or related field.

Experience: Two years experience in a community based human service agency, outreach worker, eligibility worker, health education or other related work experience.

Experience:a

Minimum two-years experience in home visitation/parent education program. Knowledgeable in family home visitation, parent infant toddler care and close relationship. Work experience in rural community and the ability implement developmentally appropriate lesson plans and curriculum.

Essential Job Functions:

- Bilingual/Bicultural (Spanish/English).
- Knowledgeable on issues of breast cancer and impact to Latino community, especially with materials provided by Susan G. Komen for the Cure.
- Responsible for the delivery of breast health education, instruction, engagement and advocacy services through outreach and presentations.
- Develop and guide support groups for survivors of breast cancer as well as client care
- Organize and maintain materials needed for community presentations, classes, activities such as equipment, supplies, incentives, certificates, and food needed for all education sessions/activities.
- Refer clients for enrollment into health insurance.
- Follow up with client to ensure client has identified a medical home and made necessary doctor's appointments for their breast care.
- Maintain communication with clients to ensure information is conveyed so that we may keep up with client progress, especially if referred for clinical services.
- Keep accurate client records, with sufficient documentation for contract compliance.
- Prepare monthly reports for management staff and prepare reports as required by the Komen grant contract.
- Make home visit as needed to maintain parent participation.

Other Qualifications:

- Possess sensitivity to the issues of the low income community, with special focus on minorities and women.
- Ability to work with families and children
- Knowledgeable of government services and other community services available for referrals as needed.
- Must be able to work well with others and able to operate effectively as team member; Good telephone etiquette and competency with electronic forms of communication
- Available to travel to rural communities some distance from the urban hub of Fresno to provide health education, eligibility work and client referrals.

Other Requirements:

Able to work a flexible schedule

Transportation and valid driver's license/car insurance

Reports to: Program Manager

Please submit resume to aperez@centrolafamilia.org

This is a Susan G. Komen project