



JOB DESCRIPTION

Position : Community Outreach Manager, Health Programs
Department : Healthy Community
Supervisor : Healthy Communities Site Director

The Community Outreach Manager is responsible for organizing a wide-ranging referral/partnership directory of contacts for health care providers, agencies and educators that are aligned with the Healthy Athlete's eight (8) health disciplines. You will network and recruit healthcare professionals, hospitals, clinics, agencies and providers to participate in our screenings, referral and follow-up process. The Community Outreach Manager will attend health related and community events, health fairs and conduct meetings to represent the organization and expand awareness of our services and programs. In addition, a directory of non-health agencies and service providers for persons with ID with special emphasis on "wait-list" consumers from the Agency for Persons with Disabilities (APD) will be developed so there is an increased awareness of referral services by the consumers.

Qualifications:

- Master's degree in Public Health, Public Health Administration, Social Work, Public Relations, or Marketing; minimum of three years community outreach experience in a similar capacity or setting
- Self-starter and independent worker
- Superior interpersonal skills, willingness and commitment to engaging in a high level of community outreach and networking
- Strong communication, presentation and public speaking skills
- Flair for creating engaging displays and public education materials
- Proven ability to form and implement lasting partnerships in the community
- Strong computer skills which include but are not limited to Microsoft Office Suite
- Ability to develop interesting content and manage posting on social media outlets, newsletters and blogs
- Ability to multitask by accommodating incoming inquiries from current and potential consumers, volunteers, healthcare professionals simultaneously
- Ability to maintain and protect privacy and confidentiality
- Courteous, pleasant and professional manner and appearance
- Valid Florida driver's license and auto insurance
- Regular attendance required

Responsibilities:

- Sixty-percent of total time worked should be focused on these activities via personal visits:
 - Develop an extensive referral directory for each of the 8 disciplines in the tri-counties (Duval, Clay, Nassau) in year one and expand counties in year two
 - Secure providers in disciplines for medical services that are scarce or not covered by insurance or certain types of Medicaid e.g. free or reduced fee services
 - Develop directory of day, residential, and rehabilitative services for persons with IDD population so that they may be informed of health, referral or Special Olympics Health Screening services locally
 - Develop partnerships with hospitals, residency programs, universities, colleges and technical schools for screenings, fieldwork and volunteerism.



- Recruit professional regional organizations which align with our 8 health screenings
- Increase the number of volunteers and clinical directors for screenings in the 8 disciplines and Family Health Forums
- Enter the referral and resource partnership into the online Special Olympics Florida Referral Directory

Networking:

- Increase the contact database of agencies, APD contacts, university department staff, organizations etc.
- Respond to public and community inquiries and brief staff on matters of public interest and concerns
- Communicate and work with like organizations to further the our mission of health for persons with IDD

Marketing:

- Create new outreach/recruitment flyers, constant contact, success stories, postcards and other outreach materials that can be shared monthly via social media and e-blasts
- Regularly update social media and web contents and communications
- Update social, web, and media statistics monthly and develop strategies as needed from trends
- Develop materials for writing blogs, newsletters and publications
- Organize and host recruitment oriented presentations at local organizations, ID/DD agencies and affiliated organizations regarding Special Olympics Health Programs, its impacts and intended mitigations

Health Activities:

- Assist with Area or State screenings and Family Health Forums as needed
- Be the point person for recruitment and site logistics for MedFest (Sports Physical) in the tri-county area
- Be the point person for Family Health Forums and coordinate location, speakers, agenda and invite list
- Make follow-up calls with consumers for health homes
- Validating referral and provider directory annually

Accountability:

- Provide accurate and timely activity logs weekly
- Monthly written reports to with updates of new providers, referrals, partners and recruited Clinical Directors
- Regular meetings with supervisor with updates on referrals, free or reduced service providers, new clinical directors recruited, new agencies for screenings, new APD waitlist clients, new partners, new referral sources for follow up, success and challenges
- Other duties as assigned by supervisor

Special Requirements:

- Must be able to travel and complete weekend and evening duties as assigned
- Work from home and or office preferably in Duval County
- Must be able to lift 50 lbs.

Status : Full-time non-exempt position

Salary : Grant funded

Submit Resume To : MichelleBraxton@sofl.org