

Appendix I:

Sample Job Descriptions for

Program Coordinators

and

Outreach Staff

**NORTH CAROLINA FARMWORKER HEALTH PROGRAM
JOB DESCRIPTION**

PROGRAM COORDINATOR

Description of Work

The Program Coordinator will oversee and manage the integration of health center operations with activities of outreach staff, students, and volunteers working in the farmworker camps/community. The outreach coordinator structures outreach services to smoothly interface with health center/clinic activities. This position requires flexible hours (evenings and weekends), a valid NC driver's license, car insurance, and reliable transportation.

Job Responsibilities

1. Outreach staff recruitment, orientation, supervision, and task/project/work scheduling.
2. Coordinates all outreach activities including affiliated projects (i.e. students and University projects)*
3. Functions as liaison between outreach workers and clinic.
4. Maintains outreach record-keeping system and assures accurate documentation on all forms.
5. Maintains a current outreach manual, community resource list, health education materials, etc.
6. Performs outreach tasks, i.e. camp screening, referral, and follow-up, as feasible.
7. Participates in health center/clinic staff meetings to provide input.
8. Coordinates farmworker health education at farmworker locations and in clinic
9. Coordinates farmworker case management at farmworker locations and in clinic
10. Coordinates evening and weekend clinics as appropriate, i.e. arranging transportation, marketing of clinic services, coordinating dental services and mobile van, and scheduling volunteers and staff.
11. Keeps current information on camp/housing locations, demographics, and health status of farmworker communities.
12. Maintains outreach supplies.
13. In collaboration with health center's Director and/or Development staff, the outreach coordinator is involved in the writing/submitted of the NC Farmworker Health Program grant and pursuing additional funding for outreach activities.
14. Develops and maintains relationships with key individuals and agencies in the community.
15. Ensures fulfillment of NC Farmworker Health Program grant requirements.
16. Maintains computer management data system for purposes of program tracking and data reporting (i.e. FHASES software and UDS).

Desirable Knowledge, Skills and Abilities

- o Ability to establish and maintain effective and cordial working relationships with state and local agencies, growers, other employees, and clients involving frequent and difficult negotiation and interaction.
- o Demonstrated skills in basic computer and software operation (MS Windows, MS Office, Internet navigation, etc.).
- o Ability to effectively communicate, both orally and written, in English and Spanish, when appropriate.
- o Demonstrated cultural sensitivity and commitment to advocacy for cultural diversity.
- o Demonstrated supervisory and management skills.

Education and Experience

Graduation from college with a degree in the area of public health, international health, social work, education, or nursing, and/or equivalent training and/or experience. Two years of community-based experience in public health, preferably with migrant farmworkers.

* *If the outreach coordinator performs activities outside of this description for a considerable portion of the time, s/he should examine whether the activity applies to outreach coordination.*

**NORTH CAROLINA FARMWORKER HEALTH PROGRAM
JOB DESCRIPTION**

OUTREACH WORKER

Description of Work

The outreach worker acts under the direction and supervision of the outreach coordinator. S/he is responsible for completing basic health assessments, referrals, and follow-up to migrant and seasonal farmworkers. This position requires flexible hours (evenings and weekends), a valid NC driver's license, car insurance, and reliable transportation.

Job Responsibilities

1. Completes health assessments with farmworkers at farmworker locations to ascertain services they may need.
2. Disseminates information to farmworkers regarding clinic services and state and local public services.
3. Provides case management services (i.e. assessment, referral, follow-up, and re -assessment). May provide direct services (i.e. food, clothing, and over-the-counter medications).
4. Documents all farmworker encounters on appropriate forms.
5. Provides health education at farmworker locations and may provide health education in clinic setting.
6. Complies with all NC Farmworker Health Program grant requirements*

Desirable knowledge, skills, and abilities

- Ability to establish and maintain effective and cordial working relationships with state and local agencies, growers, other employees, and clients involving frequent and difficult negotiation and interaction
- Ability to effectively communicate, both orally and written, in English and Spanish, when appropriate
- Ability to interview farmworkers with tact and to demonstrate cultural sensitivity

Education and Experience

- High School Education, G.E.D. or equivalent training, with preferably on year exposure to farmworker related issues.
- Ability to effectively and bilingually communicate (English/Spanish), when appropriate.
- Ability to interview farmworkers with tact in order to necessary information to make appropriate referrals and follow-up.
- Ability to establish and maintain effective and cordial working relationships with state and local agencies, growers, other employees, and clients.

Contact Information

If you are interest in this position please contact <Outreach Coordinator> at <contract site>, phone <000-000-0000> or send your resume by fax <000-000-0000> or e-mail: <address>

* *If the outreach worker performs activities outside of this description for a considerable portion of the time, s/he should examine whether the activity applies to outreach work.*