

RIVER HILLS COMMUNITY HEALTH CENTER

JOB POSTING

Today's Date: February 3, 2023

Job Listing: Outreach and Enrollment Coordinator, Expanding COVID Vaccines (ECV) Grant Funded Position-Ottumwa. (FULL TIME-TEMPORARY)

Qualifications: High school diploma or equivalency required with two years of work experience in healthcare setting, insurance or business. Or an Associate's Degree if not meeting the work experience requirement. Bilingual English-Spanish desired but not required. Ability to prioritize and process information quickly and accurately. Ability to interact with patients and guests in a professional, calm, and welcoming manner. Must be able to travel with use of a personal vehicle. Must possess the ability to read and interpret documents, write routine reports and correspondence, speak effectively before groups and actively engage the general public in outreach situations. Must possess the ability to interact respectfully with diverse cultural and socioeconomic populations. Knowledge of the health and human services infrastructure, health insurance programs and public coverage options. Strong computer skills with proficiencies in Microsoft Outlook, Word, PowerPoint, Excel and internet based applications.

Duties: The Outreach and Enrollment Coordinator will work to provide outreach opportunities and education for local community residents to increase COVID-19 vaccination rates through collaborations with local partner organization.

Hours: Full time (40 hours per week).

Supervisor: Family Planning/Marketing Coordinator.

Deadline: Submit cover letter and resume (via e-mail) with three references to recruiting@riverhillshealth.org