

Black Leadership Kitchen Cabinet

<https://blkc.org/jobs/program-coordinator-community-healing/>

Program Coordinator – Community Healing

Description

Position Summary:

The Program Coordinator for Community Healing will have a primary role in the oversight, coordination and implementation of community healing events and activities, virtual or in person, as appropriate, to change community norms around violence in the community. These events should serve as outlets for community members to come together and connect in safe, positive spaces to promote peace.

This position is responsible for ensuring all program, eligibility and enrollment activities meet compliance requirements. They conduct timely follow-up activities, monitor outreach and enrollment workers workloads and hours and coordinate their schedules. The Program Coordinator ensures data is reported timely and accurately internally and externally. They report issues, risks, and wins to strategic management. The Program Coordinator works with staff members, budgets, and procedures to ensure the implementation and success of programs.

Responsibilities

Duties and Responsibilities:

- Perform and coordinate the performance of eligibility verification and enrollment into public benefits programs including Medi-Cal and CalFresh.
- Coordinate all renewal assistance, community outreach activities and events and maintains all related relationships with community-based and neighborhood organizations.
- Assist in identifying sites in each target neighborhood –where enrollments can safely and conveniently be located to maximize the team’s activities.
- Perform outreach activities in the community.
- Ensure accurate and complete record-keeping by outreach and enrollment workers.
- Coordinate schedule of outreach and enrollment activities.
- Treat clients in a respectful manner.
- Respond to and resolve incoming phone calls and emails from clients/patients.
- Follow up on pending cases when possible.
- Communicate with agencies, CBOs and other entities related to the performance of outreach and enrollment activities.
- Coordinate weekly Outreach/Enrollment team meetings.
- Attend department and organizational meetings as required.

Qualifications

Competencies:

- Masters in Public Health or Health Administration required.
- 2 years’ experience working in a non-profit organization, or a community clinic preferred.

Hiring organization

Roots

Employment Type

Full-time

Date posted

December 22, 2021

- Experience with benefits enrollment / familiarity with Medi-Cal.
- Willingness to work a flexible schedule.
- Valid California Driver License with safe driving record.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Solid organizational skills including attention to detail and multi-tasking.
- Clear and effective external and internal, verbal and written, communication skills.
- Strong critical thinker and problem solver who can successfully build and lead an execution strategy from a long-term vision.
- Passion and knowledge of skill-based workforce development programming and social enterprises.
- Ability to work with people from diverse backgrounds.
- Strong computer skills including proficiency in Microsoft Office.

Roots Community Health Center is proud to be an Equal Employment Opportunity/Affirmative Action Employer and values diversity of culture, thought and lived experiences. We seek talented, qualified individuals regardless of race, color, religion, sex, pregnancy, marital status, age, national origin or ancestry, citizenship, conviction history, uniform service membership/veteran status, physical or mental disability, protected medical conditions, genetic characteristics, sexual orientation, gender identity, gender expression regardless of physical gender, or any other consideration made unlawful by federal, state, or local laws. Roots uses E-Verify to validate the eligibility of our new employees to work legally in the United States.