

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Community Outreach Worker
<u>Status:</u>	Full-Time/Salaried/Non-Exempt
<u>Program:</u>	Federally Qualified Health Center
<u>Location:</u>	JRF Community Health Center - Edison, NJ
<u>Reports To:</u>	Director of Health Services
<u>Salary:</u>	\$33-35K

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year. On August 11th 2015, the JRF was awarded a grant to open up a Federally Qualified Health Center (FQHC) and provide comprehensive, high quality primary and preventative healthcare services to the uninsured and medically underserved residents of the Township of Edison and neighboring communities. As a result, we have been bestowed the unique position to meet the increasing demand for primary and preventative care to these residents by providing adult & family medicine, gynecology, pediatrics, dentistry and mental health/substance abuse services in an ambulatory care setting.

Job Summary:

The Community Outreach Worker is responsible for all community outreach health-related tasks including, but not limited to, scheduling and coordination of events for educational sessions and distribution of informational materials throughout various municipalities within Middlesex County. Additionally, responsible for making phone calls, sending emails and general correspondence on a daily basis to community agencies. When necessary, will be responsible for assisting front desk support with all tasks associated to patient registration. This individual will report to Director of Health Services.

COVID-19 considerations: The JRF Community Health Center takes all measures to ensure the safety of our patients and staff, which includes staggered appointments, exposure screenings, cleaning and sterilization with CDC approved EPA products, and employer provided PPE.

Responsibilities:

- Conduct outreach to community agencies by making phone calls, sending emails and general correspondence on a daily basis.
- Schedule events for the organization, and in partnership with community agencies, for educational sessions and distribution of informational materials throughout various municipalities within Middlesex County.
- Schedule events for the organization, and in partnership with community agencies to provide pop-up COVID-19 vaccination clinics throughout various municipalities within Middlesex County.
- Coordinate scheduled events with Clinical and support staff to ensure services are provided.
- Attend all community events scheduled to provide educational sessions, as well as assistance with Registration during vaccination events.
- Contact patients of the health center and outreach to the community to schedule COVID-19 vaccination appointments as necessary.
- Maintain a log of all outreach events scheduled, including patient demographic information.
- Reporting on all vaccination, education and appointments scheduled including patient demographic information.
- Responsible for providing support with patient registration which includes: ensuring patients are scheduled for their medical and dental services in an efficient and timely manner, focusing on the critical aspects of patient registration including creating a welcoming first impression, soliciting personal health and demographic information, collecting all necessary documentation, answering sensitive patient questions and concerns, verification of insurance, co-payments, scheduling, input into the center's EMR system, assistance with financial applications, and pre-access for the entire health center.
- Maintain an internal list of patients qualified to receive the COVID-19 vaccination booster doses and contact patients for appointments as necessary.
- Maintains patient confidence and protects operations by keeping information confidential.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Practicing OSHA safety standards.
- Prepares accurate, legal, and ethical documentation at all times.
- Maintaining a respectful and professional attitude toward all staff and patients.
- Work closely with the Director of Health Services to support and build the initiative.
- Attend all team, staff and committee meetings, and any other program-mandated conferences/trainings/webinars.
- Responsible for adhering to schedule and utilizing the online time management system to maintain up-to-date records of your time.
- Special projects and other duties as assigned.

Qualifications:

- Bachelor's Degree in Public Health, Social Work, or other related study or the equivalent of 5 years' experience in the health care field as a Community Health Worker.
- Strong communication skills.
- Proficiency in speaking Spanish/English preferred, but not necessary.
- Must have valid Driver's license and transportation, as job requires frequent travel.
- Able to work some weekends and late evenings.
- Able to work under flexible schedule requirements and require little notice regarding job needs.
- Ability to enter data and work within an EMR system.
- Proficient knowledge of computer systems and applications such as Microsoft Office products, specifically Word, Excel, Access, and Outlook.
- Required to maintain patients' confidentiality in regards to HIPAA and other federal, state and local regulations as stated in the JRF policies and procedures manual.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds.
- Ability to promote a positive and cooperative teamwork environment by establishing good communication with staff and management.
- Ability to follow instructions, given either verbally or in writing.
- Adequate vision, sight, speech, hearing, and mobility to meet core duties of the position.
- Culturally competent

If you are interested in this position, please send your resume to: jobs@jrfnj.org

Attention: Director of Human Resources



**Jewish
Renaissance
Foundation**

"One People, One Heart"

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