



REACHING PEOPLE IN NEED

JOB VACANCY

October, 2016

Outreach Worker Health Coach

Locations: Queens 11415 (and Nassau County)

DESCRIPTION: EAC Network seeks Outreach Worker-Health Coaches in Queens (and Nassau) Counties to work full time for its DSRIP Patient Activation Measure (PAM) program. Position is Monday-Friday 9:00AM-5:00PM with flexibility for possible evenings and weekends. Excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO). EAC is an EOE. All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC Network is an EOE. **Candidates are encouraged to view agency Web site at www.eac-network.org**

QUALIFICATIONS:

- High School diploma/GED with 1 year of working experience required. Associate's degree, training as a Peer Specialist or experience as an Outreach Worker preferred.
- Experience working with chronic diseases including heart disease, substance use, HIV/AIDS, diabetes, etc.
- Knowledge of medical and mental health services, benefits and entitlements, and housing in county is helpful.
- Proven customer service and sales skills are **highly desired**.
- Must have a familiarity with assigned neighborhoods and willingness to travel throughout the area.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to preform work assignments.
- Bilingual (English/Spanish) preferred.

RESPONSIBILITIES:

- Conduct computer, phone, mail and in-person outreach to locate and engage consumers who meet the qualifications of the program. Requires a significant amount of time out in the field. Home visits and cold calls required.
- Complete all required trainings on the designated assessment tool, health coaching and other applicable topics.
- Complete consumer surveys, meeting monthly and annual targets.
- Refer clients to appropriate medical and community resources.
- Work with Program Director to identify and engage community partners and medical providers.
- Complete all required reporting of contact with clients in a timely manner utilizing computer record systems.
- Participate in team meetings and report any issues affecting compliance, engagement and enrolment.
- Maintain client confidentiality.

HOW TO APPLY:

E-mail resume/cover letter to:

employment@eacinc.org