**Columbia County Community Healthcare Consortium, Inc.**

**Position Description**

**Position Title:** CSP Outreach & Recruitment Coordinator

**Job Class:** Program Assistant

**Program:** Cancer Services Program (CSP)

**Reporting Location:** 325 Columbia Street, Suite 200, Hudson, NY 12534

**Reports to:** CSP Program Coordinator

**FLSA Job Classification:** Non- Exempt

**Position Summary**:

The CSP Outreach/Recruitment Coordinator is responsible for planning and conducting the outreach activities outlined in the annual plan of the Cancer Services Program (CSP) to increase the number of underinsured Columbia and Greene County residents screened for breast, cervical and colorectal cancer. This position serves as the focal point for promoting CSP services in Columbia and Greene Counties through radio, newspaper, website and social media venues as well as direct engagement in the community. Works with partnership members in implementing initiatives. Recruits previous clients and provides other program support as needed. May be called upon occasionally to supervise volunteers or per diem clerical staff.

**Primary Functions:**

1. **Promotion, Education and Outreach**
* Work with community-based partners to develop promotional and active outreach and inreach plans to recruit members of the priority populations to the program throughout the entire service area
* Organize and conduct Public Awareness and Education events in both Columbia and Greene Counties
* Work with the CSP team to schedule and conduct outreach activities
* Distribute necessary outreach material to partners
* Produce and disseminate calendar of events
* Prepare media releases, flyers, posters, etc. appropriate for our target population, our medical community and referring organizations
* Increase the number of settings that offer paid time off or flex time for employees to obtain cancer screenings

**Weight: 30%**

1. **Participant recruitment**
* Conduct outreach activities that aim to achieve screening objectives according to work plan
* Develop and conduct system to recruit clients for rescreening (letters, phone calls)
* Design outreach strategies to reach diverse groups of people from a variety of cultural and educational backgrounds
* Motivate and encourage members of the priority populations to complete all screening exams for which they are eligible
* Attend networking meetings and community events appropriate for promotion of CSP services

**Weight: 30%**

1. **Record Keeping and evaluation**
* Prepare and provide semi annual progress reports to the Program Coordinator
* Use data to develop and evaluate the effectiveness of targeted outreach strategies used in recruiting members of the target population
* Provide analysis of cost effectiveness and recommendations for future outreach plans
* Maintain a log of activities and outcome of each

**Weight: 20%**

1. **Program Support**
* Prepare quarterly meeting minutes
* Assist with answering phone, mailing FIT Kits, client correspondence, INDUS updates (redispositioning)

**Weight: 10%**

1. **Other duties:**
* Attend training sessions and or conferences that will enhance one’s ability to insure success for participants, providers and members
* Attend monthly staff meetings
* Resource development: assist in preparing grant application
* Make program purchases in accordance with fiscal guidelines and program budget
* Become familiar with the Consortium’s mission, organizational structure and all programs under the Consortium

**Weight: 10%**

**Expectations of All Staff:**

1. Adhere to the mission and values of the organization.
2. Adhere to the policies and procedures of the organization.
3. Treat all clients with dignity and respect.
4. Maintain the confidentiality of clients and staff.
5. Maintain the safety of the workplace.
6. Follow directives.
7. Make prudent use of resources.
8. Display a cooperative attitude as a member of both a program team and the agency overall.
9. Be punctual and dependable.
10. Be flexible and accommodating.

**MINIMUM POSITION REQUIREMENTS AND WORKING CONDITIONS**

**REQUIRED EDUCATION, EXPERIENCE AND SKILLS:**

Required: **\***Minimum: HS diploma; 2 years experience in project implementation, coordination or direction; Excellent organizational and communication skills. Must be proficient in Microsoft programs and have a working knowledge of Columbia and Greene Counties.

*\* required to have a working knowledge of breast, cervical and colorectal cancer services within one year of hire.*

Preferred:BA/BS degree in education or related field or a health education background

**OTHER REQUIREMENTS:**

🗹 Check off all qualifications that are *required* for this position.

 \* Those qualifications that are *preferred* may also be indicated putting an asterisk next to them.

### **PHYSICAL REQUIREMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🗹 Sedentary work--Prolonged periods of sitting and exerts up to 10 lbs force occasionally.

🞎 Light work--Exerts up to 20 lbs force occasionally, and /or up to 10 lbs frequently.

🞎 Medium work--Exerts up to 50 lbs force occasionally, and/or up to 20 lbs frequently, and/or up to 10 lbs constantly.

🞎 Heavy work--Exerts up to 100 lbs force occasionally, and/or 50 lbs frequently, and/or 20 lbs constantly.

🞎 Very heavy work--Exerts over 100 lbs force occasionally, and/or over 50 lbs frequently, and/or over 20 lbs constantly.

**The minimum requirements of this position require the individual to:**

🞎 Stand for up to hr(s)/day

🗹 Sit for up to 7 hr(s)/day

🗹 Walk for up to 4 hr(s)/day

🞎 Perform repetitive tasks/motions

🞎 Distinguish colors

🗹 Hear alarms/telephone/tape recorder/normal speaking voice

🗹 Have good manual dexterity

🞎 Have good eye-hand-foot coordination

🗹 Have clarity of vision: Near (< 20”); Mid (>20” - < 20’); ar (> 20’)

**Evaluate the requirements and activity percentage in time for this position based on the following:**

*1 - Not at all (0%); 2 - Occasionally (1 - 33%); 3 - Frequently (34 - 66%); 4 - Continuously (67 - 100%)*

 1 Climbing

 2 Bending

 2 Crouching

 1 Squatting

 1 Crawling

 1 Kneeling

 1 Balancing

 1 Pulling with force

 2 Reaching above head

\_\_2\_\_\_ Reaching above shoulder

 1 Twisting at waist

 2 Push/pull (up to 20 lbs)

 2 Lift/carry (up to 10 lbs)

 2 Lift from floor level up

 2 Lift from waist level up

 1 Lift above shoulders/head

**OTHER REQUIREMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🗹 Ability to work flexible work hours

(some evenings and weekends)

🗹 Manages stress appropriately

* Makes good decisions under pressure

🗹 Manages anger/fear/hostility/

violence of others appropriately

🞎 Handles multiple priorities

* Manages conflict resolution

🗹 Able to work alone/independently

* Able to work in areas that are confined and/or crowded

🗹 Valid NYS Driver’s License

**WORKING CONDITIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎 Exposure to toxic/caustic/chemicals/detergents

🞎 Exposure to extreme conditions, hot/cold

🞎 Exposure to dust/fumes/gases

* Exposure to moving mechanical parts

🞎 Exposure to communicable diseases

🞎 Exposure to excessive sunlight

🗹 Primarily indoors

* Primarily outdoors
* Combination of indoors and outdoors (50:50)

🗹 CRT (computer) monitor

🞎 Operating heavy equipment

🞎 OTHER:

*\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

This position description was reviewed and approved as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSP Program Manager Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Date

This position description is effective on July 3, 2013.

EMPLOYEE RECEIPT/ACKNOWLEDGEMENT

By signing below, I acknowledge that the description for this position is not designed to cover or contain a comprehensive listing of tasks, activities, duties or responsibilities. Additionally I acknowledge that management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of the job change (for example, emergencies, and changes in personnel, workload or technical development).

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received and reviewed the description for the position of

CSP Outreach Coordinator I understand the responsibilities of this position.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date