



Job Description: Community Engagement and Research, **Community Navigator/ Outreach Coordinator**

The Arthur Ashe Institute for Urban Health (AAIUH), founded by the late tennis champion and humanitarian, Arthur Ashe utilizes a model of Community Health Empowerment to address health inequities in multi-ethnic underserved communities. Community Engagement and Research (CER) is a core component of AAIUH through which we aim to design and implement community-based health interventions in trusted community venues that improve health literacy, foster positive health behaviors, and reduce health disparities in racially impacted groups. We accomplish these objectives through strong collaborations with community, academic, research, and government institutions.

Website: www.ArthurAsheinstitute.org

Title: Community Navigator/ Outreach Coordinator

Classification: Full-time. Work schedule will include working on some evenings, after 6:00pm, and some weekends.

Salary: \$45K commensurate with experience and education.

Responsibilities include, but are not limited to the following:

1. Build and maintain relationships with local community members, CBOs, barbershops, salons, churches and other healthcare partners by doing direct outreach, recruitment, and visitation, both remotely and in-person.
2. Maintain communication with partner organizations, and attend designated meetings.
3. Maintain relationships with barbershops/ salons via phone calls, letters, and scheduled site visits.
4. Contact local companies, health care providers, and/or CBOs to verify the social and medical service provisions.
5. Assist with developing and maintaining an internal SDOH database of resources and updating digital and web-based tools.
6. Assist with conducting social determinants of health (SDOH) screenings, follow up, and provide linkages to care to community and medical services.
7. Facilitate connections to health and social services leveraging social IT referral platforms such as UniteUs and NowPow.
8. Effectively utilize health centers and community resources to meet the needs of community members.
9. Provide one-on-one engagement with community members seeking social services and medical care, whilst maintaining appropriate program documentation.



10. Conduct literature reviews and support the development of program materials.
11. Assist with outreach efforts and the facilitation of health education workshops/ training.
12. Assist in the evaluation aspects of projects, including data collection, entry and analysis.

Qualifications & Skills: BA/BS degree required

This position is responsible for all aspects of community engagement, community navigation and providing linkages to care for medical and social determinants of health, coordination of resources and outreach that are based on the organization's model of *Community Health Empowerment*.

Qualifications include outstanding interpersonal and organizational skills, and excellent written and oral communication skills including conflict resolution, ability to work independently, as well as part of a team, and a strong commitment to addressing health disparities in urban and immigrant populations. Must have knowledge of urban health issues, health education/behavioral health intervention programming, and community-based experience working with diverse populations, including immigrant communities. Experience with patient navigation, care coordination or case management required. Ability to manage multiple tasks is needed. Experience in conducting public health research is also desired. Familiarity and skills utilizing mobile and digital health technologies, such as smartphones, "Apps", Kiosks, digital devices highly desired. Experience using NowPow, UniteUs or other care coordination IT platforms desired. Community coalition building and bilingual skills (Spanish, Haitian-French Creole) are highly desirable.

Benefits:

- Time & leave: 20 days - includes 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays - Medical and dental plans
- Health and transit pre-tax accounts - Education benefits, time off for approved programs depending on work schedule - 403b retirement plan available after two years of employment - Professional development opportunities.

Reports to: Director, Community Engagement & Research

Send resume and cover letter: kpierre@arthurasheinstitute.org

You MUST include "Applicant for AAIUH CER Community Navigator/ Outreach Coordinator Position" in your subject heading.

Please note: Only candidates considered for initial screening interviews will be contacted.
Anticipated start date: ASAP