

Oregon Child Development Coalition
JOB DESCRIPTION

Position Title: Promotora
Status: Exempt Non-Exempt
Pay Grade: 5
Reports to: Program Director

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Provides leadership, peer education, support, and resources for Healthy Kids outreach.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Outreach and Peer Education
 - a. Creates and implements outreach plan to community members.
 - b. Attends meetings and gatherings to distribute information.
 - c. Utilizes technology to distribute information.
 - d. Shares information through social networks.
2. Support
 - a. Serves as a contact person for enrollment.
 - b. Refers families to assister agency.
 - c. Assists with application when necessary.
3. Administration
 - a. Completes reports and tracking forms.
 - b. Maintains records and reports of outreach and enrollment activities.
 - c. Reports back progress towards project objectives and outcomes.
4. Knowledge of Healthy Kids
 - a. Fosters an understanding of Healthy Kids, its mission, goals, objectives, and program services.
5. Team Work
 - a. Works with staff to integrate information into regular recruitment practices.
 - b. Assists in training staff on information and enrollment strategies.
6. Professional Development
 - a. Attends staff and other meetings.
 - b. Attends conferences, training, and workshops.

7. Safety
 - a. Applies safety practices in all facets of the performance of duties.
 - b. Complies with agency safety standards.
 - c. Supports participation of a safe environment.
 - d. Immediately reports any unsafe or hazardous working conditions and/or any injury.
8. Other responsibilities
 - a. Maintains confidence and protects program operations by observing strict confidentiality.
 - b. Performs other work related or assigned duties within the scope of this project.

Experience and Job Requirements:

- Demonstrated active role as a leader in the Latino community, AND
- Demonstrated high quality communication skills, resourcefulness, and organizational skills, AND
- Current or former parent, guardian, or any other participant in an OCDC program.

Other Job Requirements:

1. Ability to have flexible work hours including evenings and weekends.
2. Ability to type accurately.
3. Ability to take and transcribe meeting notes.
4. Ability to travel.
5. Ability to pass agency sponsored physical examination.
6. Possess a valid driver's license, acceptable driving record, and current auto insurance coverage.
7. Ability to relate positively to children and adults.
8. Must be enrolled in Oregon Criminal History Registry.

Other Skill Requirements:

1. Bilingual English/Spanish required.
2. Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
3. Excellent organizational skills.
4. Excellent communication skills.
5. Perform duties with moderate direction given, operating from established directions and instructions. Decisions are made within general agency policy constraints, but frequently requires independent decision making.

Physical Requirements of the Job:

Physical Job Analysis available.

Job Conditions:

There may be frequent interruptions, working alone, evening or weekend work, which requires ability to work under extreme work place pressure and in a congested or close office environment. Must frequently meet tight deadlines and have the flexibility to adjust to changing work schedules and receive information from different sources.

Mental Requirements of the Job:

Must be able to relate and continually interact positively to co-workers, visitors, and other external contacts to provide information. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather, organize, analyze, and prioritize work to make presentations to local staff.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.