



## JOB ANNOUNCEMENT

**POSITION:** Spanish Outreach Worker  
**STATUS:** Full-Time, Non-Exempt with benefits  
**SUPERVISES:** none  
**REPORTS TO:** Belmont Health Services Clinic Coordinator

Asian Pacific Health Care Venture, Inc. (APHCV) is a community health center whose mission is to advocate for and provide quality health care services to all persons in a culturally competent manner. We offer service with a particular focus on low-income families and underserved Asians and Pacific Islanders. We also offer programs of health education and community economic development within our catchment area as well as other regions in Los Angeles County.

### **SUMMARY:**

This position will function as the liaison between APHCV and the community in Los Angeles. The OW will conduct outreach activities in the community surrounding Belmont High School in Los Angeles to facilitate clinic access to APHCV's Belmont Health Services, specifically targeting families in the Downtown, Pico/Union, and Westlake areas of Los Angeles. The OW will conduct culturally and linguistically appropriate health education and promotion in the community on topics including pediatric and adolescent health, health insurance programs, APHCV programs, and other topics. The OW will also assist in enrollment into health insurance programs, referring individuals for services, and case managing these patients.

APHCV expects all employees to respond and participate to emergency situations per emergency policies and procedures.

### **DUTIES AND RESPONSIBILITIES:**

#### **Outreach:**

1. Assume a liaison role between APHCV and appropriate community including businesses, churches, cultural centers, service organizations, schools, and other community institutions.
2. Promote APHCV's Belmont Health Services, and assist individuals and families to access clinical services
3. Plan and implement culturally appropriate outreach activities on health topics and APHCV services
4. Develop and disseminate culturally and linguistically appropriate health education materials to the community.

#### **Enrollment:**

5. Screen community members for eligibility in various health programs and provide appropriate enrollment or referral assistance
6. Function as on-site enrollment specialist for APHCV patients including assisting patients in completing applications and preparing for the interview with the DPSS eligibility worker.
7. Provide follow-up and case management of client's and APHCV's patient's cases.
8. Ensure proper documentation of all charts and follow-ups being made.

#### **Translation/ Interpretation:**

9. Translate health education materials, articles for newspapers, and other project and clinic related materials to appropriate API language or Spanish.
10. Participate in the process to evaluate the accuracy of translations
11. Type set or coordinate with other bilingual staff to type set translated materials.
12. Conduct interpretation activities when needed

**Other:**

13. Submit timely reports and forms to the supervisor
14. Act as a back up to the front office when they may gone.
15. Answer the clinic appointment line as needed.
16. Attend meetings and trainings as required and/or assigned by the supervisor
17. Provide other support and assume other duties as assigned by the Clinic Manager, and the Chief Executive Officer.

**QUALIFICATIONS:**

- High School Diploma or 1 year minimum of substantial volunteer or working with the appropriate community
- Ability to speak, read, and write fluently in both English and any appropriate API language or Spanish
- Knowledge and familiarity with the appropriate communities in Los Angeles, preferable Downtown, Pico/Union, and Westlake areas.
- Familiarity and connections with local businesses, community organizations, churches, and other groups in the target community.
- Understanding of basic Los Angeles and State programs
- Strong communication and organizational skills
- Ability to work efficiently, accurately, and with minimum supervision.
- Ability to teach, instruct, or provide presentations to big groups.
- Interest and commitment in improving community health
- Skilled in time management and able to prioritize
- Good customer service skills
- Proficiency in Microsoft Office applications

**PREFERRED SKILLS:**

- Completed Certified Application Assistant training
- Outreach and/or public health and/or community-relevant experience
- Knowledge and familiarity with the U.S health care system and API health issues
- Knowledge of health promotion and education
- Knowledgeable with PC (i.e. Microsoft Words, Excel, PowerPoint and Microsoft Outlook).

**HR Procedural requirements:**

- Legal authorization to work in the United States
- A valid California Driver's license with clean records and access to insured automobile
- Completion of APHCV Health Assessment Form
- Completion of DOJ background check

**PHYSICAL REQUIREMENTS:**

Must be able to materially perform the task normally associated with the position including but not limited to: ability to lift up to 40 lbs.

If interested, please Submit Resume and cover letter to: HR Associate Manager  
Asian Pacific Health Care Venture, Inc.  
1530 Hillhurst Avenue, Suite 200  
Los Angeles, CA 90027  
Fax: 323-644-3892  
Email: [hrresume@aphcv.org](mailto:hrresume@aphcv.org)  
Website: [www.aphcv.org](http://www.aphcv.org)