



Job Announcement

Position Title:	Health Literacy and Health Promotion Program Coordinator
Starting Salary Range:	\$16.00 to \$18.00 per hour dependent upon qualifications and experience.
Benefits:	Excellent benefit package including fully paid health insurance, a generous vacation package, 401k, Flex Spending Account and Employee Assistance Program.
Status/Hours:	40 hours per week
Reports to:	Director of Outreach and Community Programs

About Us

The Wallace Medical Concern was founded on the belief that everyone deserves quality health care. We have a 28-year record providing patient-focused, innovative services to low-income families in the Portland area who are un- or underinsured and have difficulty accessing care. (Approximately, 4,800 patients last year) Our current urgent care capacity is the result of attracting and maintaining volunteer medical professionals, our innovative partnerships and our hiring of a bilingual, bicultural physician for our Mobile Medical Clinic. Our multi-lingual staff works to ensure our care is culturally sensitive. Our clinics are open at strategic (and mobile) locations. And we offer evening hours for working people. Our WMC team includes highly qualified professionals, with experience in public health, health administration, and clinical services.

When you join The Wallace Medical Concern, you join a dynamic and highly collaborative team of staff and 300+ volunteers who are committed to making a positive impact in people's lives. At WMC:

- We have a passion for the under-served
- We provide quality services
- We value our employees, volunteers, and their families
- We are sustainable as an organization

About the Environment

The Wallace Medical Concern is engaged in significant transition intended to better meet the needs of our community. The most significant facet of this change involves expanding from an Urgent Care model to a Primary Care Patient Centered Medical Home. To support this work we are implementing culturally relevant health promotion and health education programs. We need someone who understands health education and behavior change theory, practice, and evaluation.

About the Position

The Health Promotion and Health Literacy Program Coordinator is a three year grant funded position that is pivotal to our Primary Care Expansion Project. The Program Coordinator will be responsible for developing, implementing, and managing our new Health Literacy Initiative in partnership with Legacy Health Systems, and social service organizations co-located in our Rockwood Multi Service Center. The Program Coordinator will serve as the Rockwood Building health literacy expert and assure integration of health literacy practices into all aspects of social and health care services. Key duties of this position will include development, implementation and evaluation for health promotion programs targeting specific prevention and health promotion issues that disproportionately impact our patient and community populations; as well as event and program coordination, partner engagement, and establishing a strong network of strategic partnerships in the community. This position will work closely with the communications team to support key and strategic communication strategies.

About You

You have a history of health education success, public health experience, and a track record of exceptional customer service. You can successfully manage competing priorities and enjoy working in an environment with diverse clients and colleagues. You excel at building new programs, strive towards continuous quality improvement, and are inspired by the mission of the Wallace Medical Concern. You are interested in working at the top of your abilities in a collaborative environment where individual and team strengths are identified and cultivated, where authentic and respectful communication is fostered, and solution focused problem solving encouraged.

JOB DUTIES AND RESPONSIBILITIES:

- Coordinate health education and health promotion activities at all Wallace sites
- Build organizational capacity for health literacy
- Support partnerships and staff a cross-agency Health Literacy Committee
- Work with a Legacy evaluator to develop basic project design and all assessment tools
- Partner with Legacy Mt. Hood Emergency Department to develop a plan to determine impact on Emergency Department use
- Identify a process to determine the quality of patient understanding of Emergency Department instructions
- Review internal tools and processes to support health literacy
- Coordinate with consultants and trainers to bring content expertise
- Work with experts and technical assistance to identify system improvements
- Organize educational events for clients, and ensure data is properly collected
- Coordinate evaluation of health promotion programs within the agency to assure they have a health literacy “lens” applied. Such programs include Nourish to Grow, a food insecurity program, the Ventanilla de Salud Program, a health access and information station in the Portland Mexican Consulate and community education sessions focused on prevention of diabetes and hypertension and other health issues important to our patient population.
- Work collaboratively with marketing and outreach staff to identify key community leaders and strategic network meetings and develop an engagement plan for the organization, resulting in a strong network of community partners
- Represent the organization in the community and effectively communicate our mission, expansion plans, and partnership desires
- Coordinate Wallace attendance at high volume and strategic outreach events

- Other related duties that emerge as part of our expansion process

REQUIRED STRENGTHS AND SKILLS:

- Strong interpersonal skills, with demonstrated ability to work as part of a team and with people of diverse ethnic, social, economic and cultural backgrounds
- Solution oriented positive attitude
- Flexible and able to multi task
- Excellent oral and written communication skills
- Excellent organizational and problem-solving skills, with ability to work independently, prioritize responsibilities, set up and manage systems; pay attention to detail
- Strong computer skills (Microsoft Word, Access, Outlook, Excel, and PowerPoint)

QUALIFICATIONS, EDUCATION AND EXPERIENCE:**Education:**

A Bachelor's Degree in Health Education or related field with 3-5 years health education experience is required. A Master in Public Health, preferred.

Experience:

Experience in health education required

Experience in program development, implementation and evaluation required

Experience in data analysis and report creation preferred

Experience working with relational databases preferred

Experience in public health preferred

Experience working with underserved and vulnerable populations preferred

WORKING CONDITIONS

Duties are performed primarily in an office and clinic environment. Some evening or weekend hours may be required.

PHYSICAL REQUIREMENTS

Ability to work in a fast-paced environment. Requires ability to sit, stand, lift/carry up to 50 pounds, walk, read find print, and communicate in person, in writing, by telephone and electronically.

The Wallace Medical Concern is committed to equal employment opportunities and diversity in our workplace.

TO APPLY

Please send your Resume and Cover Letter via:

Email: jobs@wallacemedical.org

Fax: 503.489.1763 attn: Jennifer

Mail: 124 NE 181st Suite 103, Portland, OR 97230

APPLICATIONS MUST BE SUBMITTED BY MARCH 26, 2012