



Job Description/Job ANNOUNCEMENT

Health Coordinator Immediate Opening

The mission of the Greater Auburn-Gresham Development Corporation (GADC) is to foster and promote revitalization of the communities that make up greater Auburn Gresham community, which includes all or parts of Auburn Gresham, Englewood, Greater Grand Crossing, Washington Heights and West Chatham.

As part of its mission, GADC seeks to coordinate and organize educational and community sustainable programs to meet the needs of the 21st Century Full Service Community Schools Learning Center. This is a twelve month position (FY 14 Bi-Monthly Salary Position); continuation of this position and any extra days is subject to availability of grant funds. The position requires a flexible schedule with evening and weekend work. This position reports to the Director of Education at the Greater Auburn-Gresham Development Corporation.

Position: GADC seeks to hire a (full time) skilled professional who will be responsible for Monitoring consents for students to receive health services and school compliance rates. Conduct needs assessment to determine gaps in health services. Coordinate all dental and vision screening visits to the school. Collect student paper work and work with parents to ensure they registered for All Kids insurance. Manage dental van visits at CCLC. Conduct monthly follow-up letters/phone calls with students who are non-compliant. Compiling data on consent status, number of students serviced on a monthly basis.

The Health Coordinator will interact with the school, The Auburn Gresham Wellness Center, social service, and other program partners to coordinate health outreach to students and parents. The Health Coordinator will also assist in participating in city-wide meetings and special projects in order to coordinate local efforts with other endeavors related to the overall demonstration project.

Accountability: This position reports directly to GADC's Director of Education, but is also accountable to the school partner to meet the overall program goals.

Qualifications: A bachelor's degree is required. At least 1 year experience working in a Community-based organization, experience in community health management, or experience working in a school setting preferred. A proven track record in managing data, meeting deadlines, managing health initiative and tracking trends. Strong computer and data entry skills are a must! Excellent writing and oral presentation skills.

Send resumes and references to:
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