

Cornerstone Collaborative Florida, Inc.
Position Description
Community Engagement Volunteer

JOB IN BRIEF:

The Community Engagement Volunteer represents the face of our company to clients engaged through the HeartThrob Mobile Community Health Initiative for providing insights into life-defining health decisions. The Community Engagement Volunteer has direct contact with clients and creates an atmosphere of trust and confidence while explaining the community health program to clients. The Community Engagement Volunteer will demonstrate excellent skills and sensitivity to confidentiality and accuracy to personal health information of health-seekers. The successful candidate will work remotely from their home to coordinate outreach events or in a community setting throughout Florida.

COMPANY OVERVIEW:

Cornerstone Collaborative Florida, Inc. (CCF) is an innovative approach to eliminating poverty and reducing violence by directly engaging the most vulnerable populations and people in need of support for education, training, employment, legal advocacy, housing, health, nutrition, wellness, and whose underserved communities need immediate and sustainable economic development. Operating at the intersection of philanthropy, health care providers, government services, and community advocacy groups, CCF is working with private industry, other nonprofit organizations, and accredited academic institutions to promote health information to health disparity populations and their health care providers.

DESCRIPTION OF INITIATIVE:

The HeartThrob Mobile Health Initiative will provide access to useful and relevant health information which is an important factor when making optimal health decisions. The project will bring health information to community residents, including to low-income and minority populations in Florida. The "HeartThrob" Initiative will promote health information addressing chronic illness and health access while advancing community public health objectives. CCF will 1. Provide useful healthcare information, 2. Offer innovative healthcare screening, 3. Capture data on chronic health and healthcare utilization in traditionally underserved populations to lower the incidents of cardiac disease, diabetes, and obesity while convening with stakeholders to address community health improvement.

The goal is to improve access to health information and encourage full participation in healthcare resources. The objectives are: (1) to strengthen the dissemination of health information and increase opportunities for health-seekers. (2) to deliver cardiac health screenings, including to traditionally underserved populations. (3) to engage community partners in the development of medical, wellness, and nutrition pathways; (4) to establish and/or support sustainable health service delivery models capable of replication/expansion to eliminate health disparities. (5) to develop technology to support the capture and dissemination of health information and access to services.

VOLUNTEER RESPONSIBILITIES:

Help us spread the word about the resources and support for cardiac health and chronic illness. The Community Engagement Volunteer serves at events to ensure health materials are available for health-seekers. The Community Engagement Volunteer also provide an initial point of contact for discussion with the public about cardiac health, the leading cause of mortality in the United States. Outreach is an integral step to help increase healthcare professional referrals and in turn, guide more health-seekers to resources and services. The position has great opportunities to network and make professional contacts, have access to events, and to be part of a nationwide cardiac-health community.

- Displays excellent customer service and professionalism towards all clients, staff, and volunteers
- Read, understand and comply with departmental policies, protocols and procedures: (i.e. Procedure Manuals, Safety Manual, Compliance Manual, Automobile Policies and Procedures, Employee/Volunteer Handbook, Quality Assurance Manual).
- Assist with outreach to clients and collaborating organizations
- Support compilation and submission of monthly statistics and data.

REQUIREMENTS:

- Ability to volunteer with minimal on-site supervision.
- Committed to all company policies and procedures including company dress code
- Superior customer focus;
- Ability to communicate openly and transparently and effectively with peers, staff, and clients
- Ability to read, understand and follow documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to follow oral and written instructions
- Ability to speak, write, read, and understand English; Bilingual skills preferred
- Basic computer skills including knowledge of Microsoft Office applications

PHYSICAL REQUIREMENTS:

Tasks involve the periodic performance of moderately physically demanding work, usually involving standing and talking, but may also involve some climbing, stooping, balancing, crouching, reaching/twisting.

ENVIRONMENTAL REQUIREMENTS:

Functions are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as inclement weather, atmospheric elements and pathogenic substances. Volunteer will experience close/small work spaces on mobile unit vehicle. Vibration and motion are common on mobile unit vehicles. The noise level in the work environment is usually moderate.

REQUIRED EDUCATION:

- High school diploma or equivalent required.
- High school enrollment acceptable if part of community service program or curriculum

All requirements are subject to modifications to reasonably accommodate individuals with disabilities. Cornerstone Collaborative Florida, Inc. is an Equal Opportunity Employer: Women / Minorities / Veterans / Disabled / Sexual Orientation / Gender Identity or Citizenship