

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Health Programs
Job Description

Job Title: South West Migrant Health Outreach Worker

Reports to: Migrant Health Manager

Areas of Responsibility: Promote access of migrant and seasonal farm workers to Migrant Health services and assist with clinic flow.

Major Duties:

1. Promote Migrant Health and facilitate accessibility for migrant and seasonal farm workers which may include transportation, to provide interpretation and translation services.
2. Become knowledgeable regarding local community agencies and services provided and to act as resource for clients.
3. Schedule appointments with providers and make referrals to other services;
4. Follow up on missed appointments.
5. Provide health education related programs and materials to clients.
6. Enter client data into health center data base, assisting in maintaining client tracking system; maintaining all required documentation in client files.
7. Complete & Submit reports in a timely manner.
8. Work cooperatively with other agencies and programs in service area
9. Maintain client confidentiality.
10. Provide General clerical duties input data, complete statistical data records, audit and monitor vouchers
11. Perform other duties assigned.

Working Conditions:

- 50% office environment with clients and with the public
- 50% Outreach in the community and clients
- Work is frequently stressful and requires meeting tight deadlines.
- In and out of town travel.

Physical Requirements:

- Requires periods of typing and sitting at desk.
- Fine manipulation of hands with repetitive action.
- Operate office equipment.
- Occasional lifting and carrying up to 20 pounds.
- Must regularly talk, hear and have close vision ability

Minimum Qualifications:

Grade: 6

1. High school diploma or GED.
2. Proficient in communicating in Spanish and English.
3. Age 21 or above.
4. Must have a valid driver's license with good driving record and insured vehicle.

5. Physically and mentally able to perform duties.
6. Available to work irregular hours and weekends.

Grade: 7

1. Meet the minimum qualifications above;
2. Three years' experience in outreach and client referral or related area.