

SIXTEENTH STREET COMMUNITY HEALTH CENTER

POSITION: COMMUNITY ENGAGEMENT SPECIALIST
PAY GRADE: 7

LOCATION: SSCHC
DEPT: ENVIRONMENTAL HEALTH

GENERAL STATEMENT OF DUTIES:

This position will provide leadership in developing communications strategies and engaging community members in revitalization projects that improve the environmental and economic conditions of Milwaukee's south side neighborhoods.

JOB RESPONSIBILITIES:

1. Collaborate with project partners and advisory groups to advance the objectives of the Department of Environmental Health's Sustainable Development Program.
2. Develop and execute community outreach campaigns that connect residents, property owners, business owners and other stakeholders to each other and to neighborhood revitalization initiatives and community health projects. Campaigns may include a variety of strategies, including door-to-door outreach, direct mail, telephone calls, community meetings, newsletters, etc., and will foster cross-sector collaboration and community building.
3. Develop and disseminate graphic and narrative outreach materials and make public presentations that communicate complex environmental conditions, exposure risks and health impacts to SSCHC's client population, the general public and other project stakeholders.
4. Assist in organizing and coordinating meetings and special events and assume primary responsibility for related promotional and marketing activities.
5. Identify and support efforts that mobilize neighborhood residents and build their leadership skills and abilities.
6. Provide the Department and its project partners with written and verbal translation and interpretation needs (Spanish/English).
7. Assist in developing grant proposals and reports and other administrative duties.
8. Assist with other program initiatives and perform other responsibilities as needed under the direction of the Director of Environmental Health Programs.
9. Comply with SSCHC TB Control Plan, including PPD testing.

QUALIFICATIONS:

1. Bachelor's Degree in urban studies, urban planning, communications, human services or related field of study.
2. Demonstrated professional experience in urban development, neighborhood revitalization, community outreach or community organizing or related field.
3. Strong understanding of community and environmental health issues; working familiarity with Milwaukee's south side preferred.
4. Exceptional bilingual (Spanish/English) written and oral communication skills required.
5. Ability to effectively present written and verbal information and respond to questions from the general public and other project stakeholders.
6. Ability to work independently and in a group setting.
7. Ability to relate well to people of various ages and from diverse ethnic and cultural backgrounds.

8. Proficiency with Microsoft Word, Excel and Powerpoint applications required; experience with Microsoft Access or similar database platforms and experience with Geographical Information Systems preferred.
9. Ability to maintain a valid Wisconsin driver's license, regular use of a car, current auto insurance and ability to travel throughout the Milwaukee area.

MENTAL AND PHYSICAL REQUIREMENTS:

Requires manual finger dexterity and eye-hand coordination for easy and skillful use of hands when working with patients/clients and equipment. Must be physically able to lift, carry, and handle equipment, supplies, and other program materials. Requires sitting, standing, climbing stairs, and walking for moderate periods of time. Good hearing is necessary to receive detailed information through oral communication. Visual acuity is needed to verify accuracy of written materials. Must have ability to work successfully under stressful conditions, and must be capable of adapting to varying workloads and work assignments on a regular basis.

WORKING CONDITIONS:

Must understand and accept the possibility of exposure to inside environmental conditions such as communicable diseases, noise, blood, blood borne diseases, and physical injury or verbal abuse from an out of control patient or client. Must be able to comply with CDC Universal Precautions when indicated. The employee must be able to comply with the Sixteenth Street Community Health Center TB Control Plan including PPD skin testing as required. Exposure to varying weather conditions while conducting door-to-door canvassing.

LINES OF SUPERVISION:

The Community Engagement Specialist reports directly to the Director of Environmental Health Programs.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job class. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals

Name and Title of Supervisor	Date
Vice President of Human Resources	Date
Employee Signature	Date