

**LifeSpring Community Health
Community Outreach Director
Job Description**

LifeSpring Community Health is a non-profit faith-based community development organization whose mission is to demonstrate the love of Christ in word and deed by providing health education and promotion, medical services and community advocacy in urban Chattanooga, in order to transform the health of our community – body and soul.

LifeSpring Community Health is recruiting candidates who are passionate about our mission for the position of Community Outreach Director. This is a full time position. Benefits include paid time off, sick leave and paid holidays as well as medical, dental and vision insurance. The start date for this position is July 2018.

To apply, please submit a one page resume and one page cover letter to Michele Pickett at office@lifespringcommunityhealth.org.

For more information about LifeSpring, visit our website: www.lifespringcommunityhealth.org

Skills and Qualifications

Required

- Commitment to the Mission and Vision of LifeSpring Community Health
- Registered Nurse or Masters degree with experience in community or public health; or Bachelor degree and five or more years of experience in community or public health.
- Strong interpersonal, communication and organizational skills
- Commitment to health education and promotion with good teaching skills
- Experience working with culturally and ethnically diverse populations
- Proficiency with MS Office and Google Docs
- Reliable transportation and ability to travel locally

Preferred

- At least 3 years of experience in community medicine or public health
- Community Development training or experience
- Bilingual - Spanish/English

Job Duties & Responsibilities

Strategy & Program Development

- Create a comprehensive community outreach strategy in partnership with LifeSpring's Board of Directors, Executive Director and staff
- Stay up to date on Public Health and Community Development best practices and research
- Work with staff to design and implement new programs
- Manage Community Outreach budget, estimating & tracking revenue streams and costs; provide input to the organization's strategic planning and budgeting process

Staff Management

- Recruit, hire, and supervise Community Health Workers (CHWs)
- Screen, train, and supervise any departmental volunteers and interns
- Oversee staff & volunteer training in community development principles; LifeSpring's Biblical approach to Community Outreach; nutrition, physical activity and other health guidelines; and other special topics

Program Management

- Oversee LifeSpring's health education and advocacy programs, including tools, referral processes, program structure and educational materials
- Track and report on program data
- Bill insurance for direct patient care
- Pursue and manage partnerships with community organizations/churches

Grant Management

- Assist Development Director in writing grants and submitting reports related to Community Outreach Department
- Collect data during grant cycle as requested by Development Director
- Collect photos and impact stories for funders as needed

Monitoring & Evaluation

- Facilitate data collection for the evaluation of LifeSpring programs; Organize and attend meetings with Monitoring & Evaluation consultants
- Communicate progress & findings with LSCH staff & board

Other

- Attend or assign staff to community events and health fairs