

# BOSTON MEDICAL CENTER

## JOB SUMMARY – Children’s HealthWatch Outreach Worker/Family Advocate

Start Date: December, 2009

Position #: 0901714

Hours Per Week: 24, flexible, including weekends

Location: Boston Medical Center

Please submit: Cover Letter and Resume to [katherine.joyce@bmc.org](mailto:katherine.joyce@bmc.org)

Organization website: [www.childrenshealthwatch.org](http://www.childrenshealthwatch.org)

**Position Summary:** Part-time (24hrs/week) member of the Children’s HealthWatch research team interviewing and measuring children while providing outreach services to families interviewed in the Pediatric Emergency Department. Identifies needs and provides referrals to appropriate social services. When appropriate, conducts home visits. Ensures the accuracy of all outreach information handed out by Children’s HealthWatch interviewers.

This position requires working on either a Sunday or a Saturday each week. Weekly schedule is flexible.

**Requirements:** High School Diploma or GED required. 2-5 years in outreach/health education-related field or a four-year college degree desirable.

**Experience:** Background in public health education/community services a must, particularly experience with outreach, health education or advocacy, such as outreach material development, learning eligibility rules and application procedures for assistance programs, face-to-face interaction with clients/patients, problem-solving, communicating with advocates and/or city/state assistance program workers. Experience with children and low-income population required, preferably inner-city.

**Knowledge and Skills:** Bilingual in Spanish and English required. Strong interpersonal skills. Knowledge of computers/PC's and a variety of software applications including word processing, Excel, BMC e-mail and other IBM compatible applications; ability to learn additional software packages. Ability to take initiative in contacting advocacy organizations and problem-solve. Ability to work in a multi-cultural, diverse, decentralized environment, as a member of health care team. Ability to work in an emergency medicine setting. Willingness to attend trainings pertinent to advocacy services.