



7825 North Dale Mabry Hwy Suite #102

Tampa, Florida 33614

P:813-936-7700

F:813-936-7709

www.HispanicServicesCouncil.org

Promotora Healthy Living Program

Job Description

Job Title: Program Coordinator

Employment Status: Regular Full Time

Salary: \$30,000 - \$33,000

Location: East & South Hillsborough County (Wimauma, Ruskin, Riverview, Plant City, Dover, Seffner, Valrico, etc.)

Organizational History and Background Description:

Established in 1992, Hispanic Services Council's mission is to increase access and opportunities for Latinos and influence the systems that serve them. HSC is a private, non-profit organization whose work focuses on developing opportunities that result in an educated, healthy, prosperous, and engaged Latino community. To achieve our mission and purpose, our programs focus on increasing the academic performance of Latino children through parental involvement, improving healthy living and eating behaviors, and improving the quality of life through civic engagement of Latinos at all levels in our community.

Position

The Program Coordinator will be an energetic and passionate individual who will aid, support, and supervise a team of Community Health Workers/Promotoras as they plan and conduct health promotions and health education that meets the needs of diverse audiences. The Coordinator will help shape the Promotora program during an exciting period of growth and help to influence healthy living and wellbeing for marginalized communities in Hillsborough County. The Program Coordinator will report to the Project Director. The position is responsible for leading the Promotora team to implement practices that lead to improving the health outcomes of local Hispanic residents.

Key Duties and Responsibilities

- Provide day-to-day management of the Promotora program, including being a liaison between national and local partners.
- Design the structure of the Promotora program, integrating best practices and maintaining quality throughout program
- Lead, develop, support, and grow the team of Promotoras to ensure a positive experience in their contributions to the program
- Integrate Promotoras with health care providers, community health programs, and other partnerships that increase the reach of this program
- Analyze and assess opportunities to improve the effectiveness of this program, its policies and procedures



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- Facilitate team meetings and provide oversight of community conversations held at sites throughout the geographic area served, including occasional evening and weekend work
- Monitor progress by producing outcome reports and program evaluation
- Conduct basic accounting and purchasing for project and program management
- Routine Practices:
 - Daily observation, supervision, and on-the-job training of Promotoras
 - Weekly staff meetings involve community health workers in the planning and evaluation of outreach activities
 - Ensure Client Confidentiality
- Training and Resource Development for Promotoras
 - Providing orientation, training, continuing education, and mentoring as appropriate to Promotoras for their personal growth and professional development
 - Responding to emerging issues with problem solving sessions or continuing education.
 - Coordinating ongoing continuing education opportunities to increase community health workers' skills and confidence in their ability to learn new information and help people change health-related behaviors.

Qualifications

- Experience with nonprofit or community-based organizations preferably working with low-income individuals, families, and communities
- Management experience including team supervision
- Bachelor's degree in Human Services, Social Work, Public Health, Nutrition/Dietetics or related field with a minimum of three (3) years' experience working in public health and/or health promotions or health education.
- Excellent understanding of the healthcare and social service systems, including processes for enrolling in public benefits and knowledge of resources and community-based organizations in Hillsborough County
- Bi-Lingual Fluency (Spanish and English) written and verbal communication skills

Preferred Skill Sets

- Ability to work effectively with a variety of stakeholders and to cultivate and maintain positive, mutually beneficial relationships.
- Demonstrated ability to initiate, organize, prioritize, and work independently on multi-step, detail-oriented projects.
- Knowledge of nutrition concepts, health promotions, and health education
- Excellent computer skills and proficiency in Microsoft Office Suite

Please forward your resume and cover letter to: puentes@hispanicservicescouncil.org