JOB DESCRIPTION

**JOB TITLE:** Health Educator/Outreach Worker  
**REPORTS TO:** Medical Director

**DATE REVIEWED:** Jan, 2008  
**EXEMPT STATUS:** Non-Exempt

**REQUIRED EDUCATION:** Bachelors Degree

**JOB SUMMARY:** Build community relationships for the purpose of generating referrals for Medicaid/Medicare-eligible individuals and physicians.

**ESSENTIAL FUNCTIONS:**
1. Actively seeks out ways to improve patient education services including scheduling Family Planning patients overdue for annual exams, seeking referrals from Providers and working side-by-side with nursing and case management staff to promote Family Planning Health Education services.

2. Obtains and documents in a precise and timely manner all relevant intake material. Assesses patient's continuing care needs. Knowledge of social support agencies, and their services.

3. The Outreach Worker functions also include: participating in community health and street fairs as an agency representative, provide referrals to clients to access necessary healthcare and support services in the community, including making appropriate appointments of clients.

4. Communicate with provider on daily basis regarding patient care.

5. Excellent oral, written and listening communication skills.

6. Responsible for all necessary paperwork and record keeping as directed.

7. Participates in client evaluations, group counseling and case conferences.

8. When possible and/or requested, provided referrals for affected family members to self-help programs.

9. Will be responsible for outreach to targeted populations, presentations at collaborating agencies, attending health fairs and creating community connections.

10. Other duties as assigned.