

WIC Outreach Coordinator

Community Action Partnership for Madison County

The Outreach Coordinator will be responsible for coordinating and conducting targeted outreach and public health detailing (PHD) to ensure that all eligible WIC participants are aware of the program and locations. The Outreach Coordinator will communicate with the WIC Program Manager and the outreach team to manage effective outreach activities. The WIC Coordinator will maintain communication between the WIC program and local social service providers, community-based organizations and businesses. Provide consumer friendly, professional, participant-centered quality care that will enhance the lives of those served.

Duties:

- Develop, maintain and revise as needed the outreach plan working with the WIC Program Manager, site managers and outreach team.
- Meet quarterly with the outreach team to review and revise the calendar of events.
- Conduct outreach and public health detailing in all Tri-County WIC service areas.
- Monitor and track all outreach and PHD activities and events.
- Track the impact of outreach and PDH on referrals to the WIC program.
- Expand community partnerships through effective outreach activities.
- Support and motivate the outreach team.
- Develop or update outreach and PHD material as needed working with the WIC Program Manager, site managers and outreach team.
- Ensure that outreach and PHD is completed at each site location.
- Support the promotion of the WIC FMNP and include in outreach efforts.
- Provide outreach messages for social media and CAP and WIC websites.
- Set the tone for excellent customer service to participants in the clinic.
- Promote Breastfeeding as the preferred infant feeding method.
- Rotate to other clinic sites as required.
- Coordinate and participate in Outreach and Public Health Detailing.
- Other duties as assigned or required for clinic.

Requirements:

- High School Diploma or GED and experience working in health care field, experience with providing customer service and data entry.
- Associates or Bachelor's Degree in Health or Human Services preferred and can be substituted for experience.
- Must possess strong oral and written communication skills, the ability to work independently and as a team member, ability to keep information confidential, and the ability to establish healthy client/worker boundaries.
- Proficient in use of computer and Microsoft applications (particularly Word); experience with automated data bases preferred.

- Valid driver's license and reliable transportation.

If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to: HR@capmadco.org. CAP is an Equal Opportunity/Affirmative Action Employer.