

## MHP Salud Sample Promotor(a) Job Description

*Before using this sample template, research your state's training and certification laws and modify this document based on state specific regulations. You should also adapt the roles and responsibilities in this Job Description to reflect those that are required for the position you are hiring for. The ones listed here are only examples you may want to use.*

Fair Labor Standards Act Status: Non-Exempt; hourly

Job Classification: Promotor(a) de Salud

Reports to: Program Coordinator

### Essential Functions

- Provides peer health education and support to the families within designated areas.
- Performs all functions and activities within the guidelines and philosophy set forth in [organization name] Strategic Plan, policies, mission, goals, and vision.
- Participates as a member of various teams as needed.
- Actively participates in, and successfully completes, training provided by [organization name] and other agencies.
- Provides peer health education through health education records and home visits to assess client needs and concerns as they relate to their family, their community, and their health.
- Plans and leads group sessions and discussions on assigned health topics.
- Plans and organizes health fairs and other public events.
- Makes referrals to family support, health, and social service agencies in area, and follows up with individuals to ensure they receive needed services.
- Reduces stigma and other barriers to initiating or continuing health care by providing good information to both community members and health care providers.
- Develops relationships with local health care and social service providers to facilitate information sharing and service provision.
- Represents organization in meetings with community partners.
- Attends conferences as directed and/or required.
- Assists in completing other program goals and requirements, such as answering phone calls to the program hotline and greeting visitors to the office.
- Other duties as assigned.

### Knowledge and Skills Required

- Ability to communicate easily with others, including demonstrating active listening skills
- Ability to maintain confidentiality
- Ability to take initiative
- Good judgment in work
- Strong work ethic
- Excellent problem-solving skills
- Information technology (IT) skills, including use of laptops, smartphones, internet/online application systems, web-based time tracking systems, Microsoft Office, etc.
- Flexibility in addressing changing community needs and program environment
- Ability to navigate complex systems and processes
- Ability to work independently and as part of a team
- Displays empathy, respect, and understanding of community values and members
- Ability to organize information, events, and program activities
- Must have, or obtain upon hire, knowledge of community resources, as well as programmatic goals and organizational values and processes

### Required Education and Experience

- Knowledge of and/or is part of community served
- Ability to read, write, and speak [language of target population] required
- Knowledge of or experience with case management strongly preferred
- Experience in community work (especially Promotor(a) programs), education, health care, or related field preferred
- Reliable transportation, valid driver's license, and insurance required
- TB test must be current

### Program-Specific Requirements to be Completed Upon Hire

*Be sure to add information about specific credentials, knowledge, or legal processes in this section. An example that can be modified to fit your organization's needs is provided below.*

This position has state and federal requirements that need to be met. The candidate will complete 20 hours of Federal training and must pass examinations. In addition, the [name of state] Department of Insurance requires all Promotores(as) in [name of state] to undergo fingerprinting, Department of Public Safety, and FBI criminal background checks. The [name of state] education requirement is an additional requirement of [number of hours] of [name of state]-specific material, including the passing of a final exam. All training time and registration fees will be covered by [organization name].

Source: MHP Salud. (2014) Supervision Manual for Promotor(a) de Salud Programs. Retrieved from <http://mhpsalud.org/run-your-community-health-worker-program-effectively-with-our-free-supervision-manual-for-promotora-de-salud-programs-manual/>