

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Public Health Advocate II **Temporary** POSITION #: TBA

PROGRAM: Mayor's Health Line
LOCATION: 1010 Mass Ave/field sites
SUPERVISOR: Director
SALARY: Gr 9: \$17.97 – 21.05 hourly range, DOE
HOURS: 35 hrs/wk; 9-5; some wknds and evenings required
DURATION: **Temporary position up to 15 weeks**

DUTIES:

In addition to all duties in Public Health Advocate I, Public Health Advocate II will perform these duties:

Provides outreach, education support and advocacy services to Boston residents with a particular focus on children and families and immigrant populations.

Under general supervision at assigned community locations, assists individuals and families by providing health care and public benefits information and referral/advocacy services.

Provides case management services as needed.

Maintains knowledge of current, new and existing benefits, services and programs.

In partnership with staff, develop and implement new strategies to educate Boston residents about the programs and services.

Develops and implements strategies for "hard to reach" individuals and families.

Develops and maintains good working relationships with community agencies, health care providers and other BPHC depts.

Represent the program at community meetings, events and health fairs.

Performs related outreach duties, such as phone coverage, home visits, canvassing and attending meetings relevant to health access issues.

Performs other duties as required.

Please note: This position is temporary and accrues no benefits.

MINIMUM QUALIFICATIONS:

A.D. or BA/BS required or equivalent experience may substitute. Licenses, certifications or program specific experience may be required by grant or program needs.

2-3 years experience in health care, public health or social service field.

Previous experience in the oversight of coordination of projects and/or client services.

Minimum 2 years in community outreach/case management activities required.

Demonstrated cultural competence with diverse ethnic, cultural and socio-economic groups.

Knowledge of Boston community social service organizations, the courts and government agencies required.

PC skills preferred. Ability to work independently. Good presentation, organizational and interpersonal skills required; must be self-directed. Good communication skills, both verbally and in writing.

Bilingual or fluency in Spanish, Haitian Creole or Chinese.

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston Residency Required (or willingness to relocate.)

REQ#: PHC 2989