

JOB DESCRIPTION

JOB TITLE: Elon-Alamance Health Partner	DEPARTMENT: Healthy Communities (Community Outreach)	COST CENTER(S) # : 94803
JOB CODE(S):	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	REPORTS TO: Healthy Communities Director
DATE CREATED / REVISED: September 2016	SUPERVISES OTHERS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

JOB SUMMARY:

The Elon-Alamance Health Partner (EAHP) at Alamance Regional is a structured year-long fellowship in community health. The EAHP implements health promotion programming offered by Cone Health in partnership with health and human services agencies in Alamance County to satisfy strategic priorities as defined by the Alamance County Community Assessment. With support and guidance, the EAHP assumes progressively larger responsibility over the course of the fellowship year, gaining experience in coalition leadership, program development, health communications, and strategic planning for community health improvement.

CONDITIONS OF EMPLOYMENT:

- Annual flu shot
- Annual TB test (if applicable to your job location)
- Annual HLCs (HealthStream, formerly CBL)-Safety at Work and Corporate Compliance
- Maintain licensure/certification/registry/listing without lapse (if applicable to your job)

QUALIFICATIONS:

	Required	Preferred:
Education	Bachelors degree. (In progress not acceptable)	Bachelors degree.
Experience	none	Internships, study abroad, work experiences and college-levels projects in community health.
Licensure/Certification Regulatory	none	none
Valid Driver's License	<input checked="" type="checkbox"/> yes* <input type="checkbox"/> no	
CPR(BLS)	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no <input type="checkbox"/> AHA Health Care Provider BLS (CPR)	none

*If driving Cone Health vehicle, must have 5 years of driving experience and MVR must be approved by Risk Management.

MAJOR WORK ACTIVITIES (MWA'S):

		Weight (%)
# 1	Assists with planning and implementation of Community Outreach and Charitable Foundation educational events, including the multi-week community-wide wellness program "Be Healthy Now" held every spring. Supports cancer education events and screenings, and coordinate the mental health education series in Alamance County. Maintains website and social media accounts for Be Healthy Now and other events.	30
# 2	Assists with preparation of the tri-ennial Community Assessment, Piedmont Health Counts Data Hub, and implementation of Community Health Improvement Plan goals.	20
# 3	Represents Alamance Regional and Cone Health on coalitions and task forces to improve health and social conditions, including the Alamance County Wellness Collaborative (built environment interventions in to increase physical activity); the Alamance County Affordable Care Act Coalition (to promote enrollment in federal exchanges and health literacy); Alamance County Prescription Drug Abuse Task Force. Carries out shared tasks, initiatives, and policy/process changes as identified by coalitions.	15
# 4	Leads the Alamance Network for Inclusive Health Care, a consortium of health agencies that serve the uninsured and underinsured in Alamance County. Determine monthly meeting dates, times, and agenda; lead meetings; assist network in setting annual goals and implementing shared plans.	10
# 5	Assists the Open Door Clinic (free clinic) and Medication Management Clinic (pharmacy for uninsured and others) in accomplishment of program goals, either by staffing the clinics, assisting the director with grant applications, or in other duties as identified by clinic leaders.	10
# 6	Preparation of press release, community programs mailer, email newsletters and other communications regarding events, screenings and educational opportunities at Alamance Regional. Includes monthly community-wide distribution of mailers and flyers, and coordination of messages with approximately ten departments/programs.	5
# 7	Participates in leadership development opportunities and structured reflection on professional learning with agency and faculty mentors. Participates in continuing education and training necessary to accomplish major work activities.	5
# 8	Assists with promotion of the Elon-Alamance Health Partners program through activities to publicize and promote the program; and to improve the faculty mentor, agency mentor, and EAHP experience.	5
	Total:	100%

KNOWLEDGE, SKILLS AND ABILITIES:

	Required	Preferred:
Knowledge Skills Abilities	Oral and written communication, including grammatical proofreading. Software: Microsoft Office suite Customer service.	Subject matter expertise in community health, data analysis.
Testing/Competency	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no (Must satisfactorily complete required testing)	

PHYSICAL REQUIREMENTS:

Place an X next to the ONE definition that most accurately describes the physical requirements of this position.

		X if Yes
Sedentary Work	<ul style="list-style-type: none"> Exerting up to 10 pounds of force occasionally (up to 1/3 of the time) and/or; a negligible amount of force frequently (1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. 	
Light Work	<ul style="list-style-type: none"> Exerting up to 20 pounds of force occasionally (up to 1/3 of the time), and/or; up to 10 pounds of force frequently (1/3 to 2/3 of the time), and/or; a negligible amount of force constantly (2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible 	x
Medium Work	<ul style="list-style-type: none"> Exerting 20 to 50 pounds of force occasionally (up to 1/3 of the time), and/or; 10 to 25 pounds of force frequently (1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. 	
Heavy Work	<ul style="list-style-type: none"> Exerting 50 to 100 pounds of force occasionally (up to 1/3 of the time), and/or; 25 to 50 pounds of force frequently (1/3 to 2/3 of the time), and/or; 10 to 20 pounds of force constantly (2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. 	
Very Heavy Work	<ul style="list-style-type: none"> Exerting in excess of 100 pounds of force occasionally (up to 1/3 of the time), and/or; in excess of 50 pounds of force frequently (1/3 to 2/3 of the time), and/or; in excess of 20 pounds of force constantly (2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. 	

RESPIRATOR FIT TESTING:

Enter X to indicate whether or not Fit Testing is required:

	Yes	No
Ability to be fitted and wear protective respirator masks during work hours.		x

HEARING / VISION:

Enter X to indicate whether or not these physical abilities are required:

	Yes	No
Hear and differentiate low volume sounds in order to make judgments regarding actions needed	x	
Hear alarm bells, verbal conversations, telephone voices and normal volume sounds	x	
Close vision (clear vision at 20 inches or less)	x	
Distance vision (clear vision at 20 feet or more)	x	
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	x	
Color vision (ability to identify and distinguish color)		x

WORKING CONDITIONS:

Enter X for each appropriate condition to indicate whether it may occur under one-third of the time, up to two-thirds of the time, or over two-thirds of the time.

	Occurs under one-third of the time	Occurs up to two-thirds of the time	Occurs over two-thirds of the time
Exposure to bloodborne pathogens	x		
Hazardous waste and/or toxic / caustic chemicals	x		
Fumes or airborne particles	x		

Additional information on Working Conditions:

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How You Can Practice **iCARE** Commitments to Care.

Communication

- I will create and engage in conversations of possibility.
 - I will be open to innovation and creativity.
 - I will listen to understand.
 - I will bring ideas for solutions and be open to alternative ideas.
 - I will be open to constructive feedback.
 - I will not engage or listen to negativity or gossip.
 - I will be positive when speaking about Cone Health, my department, and my coworkers.
 - I will be approachable.
 - I will focus on behaviors, not the person, during conflict.

Accountability

- I will honor my word.
 - I will do what I say when I say I will.
 - I will “clean it up” when I can’t keep my word.
 - I will honor my work agreement.
 - I will be “on the court” instead of “in the stands.”
 - I will follow up in a timely manner on commitments and requests.
 - I will apologize when someone experiences less than excellent service.
 - I will take responsibility for my actions, decisions and performance.
 - I will protect patient safety (best practices: ex – hand hygiene).

Respect

- I will assume the best of intentions and embrace differences.
 - I will collaborate and seek other people’s input.
 - I will demonstrate courtesy, compassion, and respect with my tone of voice and body language.
 - I will speak positively about Cone Health – managing up coworkers, physicians, departments, patients and visitors.
 - I will ask the person directly involved when I don’t know.
 - I will include diverse skills, abilities, strengths, and backgrounds to create better outcomes.
 - I will care for myself while also respecting others.

Empowerment

- I will own it, solve it, and celebrate it!
 - I will offer solutions when problems are identified.
 - I will share my input for decisions by participating in forums such as shared governance, town halls, employee engagement survey, brown bag discussions, employee councils, staff meetings, or directly with my manager.
 - I will take charge and do the right thing at the right time.
 - I will make decisions keeping a balance of service, quality, and cost in mind.
 - I will demonstrate Cone Health values.
 - I will seek opportunities to celebrate and have fun.
 - I will recognize good work.

JOB DESCRIPTION ACKNOWLEDGEMENT:

Job Description Acceptance: I have seen and reviewed the job description in its completed form and understand that I will be required to perform all functions listed if hired for this position. I recognize that, if hired, it is my responsibility to notify my manager as soon as possible if I am unable to perform any of the functions of my position for any reason. **This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**

Applicant's Signature: _____ **Date:** _____

Recruiter/Manager's Signature: _____ **Date:** _____
