

Health Extension Regional Coordinator- Job Description

Position Summary

Under limited supervision, plans, directs, and administers initiatives in collaboration with community partners, designed to improve the health and health equity in the state of New Mexico. Enhances the efficiency and delivery of clinical, administrative, and programmatic services of the Health Sciences Center to urban and rural communities. Identifies and promotes opportunities for new and/or enhanced programs and services, participates in strategic planning and development, supports the development of HSC outreach policy and procedure.

Duties and Responsibilities

Plans, develops, implements and coordinates the Health Extension Rural Offices (HEROs) program in designated region or for designated ethnic population (i.e. northern counties, African-American population, etc.)

Performs community liaison and outreach activities for HEROs, acting as the main point of contact between communities and the HSC ; represents the HSC, as appropriate, to various institutions, provider groups, and general public in their communities

Supervise and guide the work of local health extension agents within their designated region or population

Working with communities, identifies primary health issues and helps provide and promote timely programs and interventions, linking with HSC resources as necessary

Consults with hospitals, health systems, and local primary care practices in progressing toward the model of patient-centered medical homes, providing technical assistance, guidance, and expertise

Develops and implements plans and strategies for outreach services and programs; conducts research on effectiveness and appropriateness of efforts within the community, provides leadership in the planning, development, and management of new initiatives

Establishes and maintains relationships with government, tribal and organizational agencies and officials to facilitate and promote service development; represents program initiatives and organizes institutional resources to promote these efforts

Provides support and consultation to community organizations with regards to the mission areas of the HSC: education, service and research

Provides expertise in a specialized field and participates in local or statewide task forces

Knowledge, Skills & Abilities

Be a long-standing member of the community being served; live and work in local community

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

Ability to provide independent advice and guidance to health care professionals within their area of expertise

Knowledge of community health programs

Skill in organizing resources and establishing priorities

Ability to create, compose, and edit written materials

Knowledge of available community clinical and educational resources

Ability to develop and present educational programs

Skill in the use of computers

Ability to serve on task forces and/or committees

Ability to develop, plan, and implement short- and long-range goals

Ability to design and implement systems necessary to collect, maintain and analyze data

Ability to foster a cooperative work environment

Knowledge of information management systems as applied to community development, services, and outreach

Program planning and leadership skills