

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Outreach & Linkage Liaison

Position to be filled: August 1, 2022

Starting Salary: \$41,149 annually

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Flexible Work Arrangements: Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

Vaccine Policy: Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy

Minimum Requirements:

- Bachelor's degree in Social Work, Psychology, or related field.
- Minimum of three years of experience in outreach and community health services.
- Valid driver's license and insurance at time of appointment.
- Ability to efficiently multi-task on a daily basis.
- Strong knowledge of community resources.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Good customer service, verbal and written communication skills, and effective presentation skills. Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of databases and for data querying and reporting.
- Ability to preserve confidentiality of program participation records.

Responsibilities:

- Conducts outreach to identify individuals and families who are eligible for services. Identifies alternative resources for those ineligible for clinics and/or programs.
- Meets with clients and families to assess eligibility to enroll in programs/services. Gathers all necessary information and obtains consent to begin providing linkages and services.
- Facilitates the completion of documents and enrollment of clients and families in programs/services.
- Collaborates with hospital staff, community members, and agencies to assist with identification and outreach to potential clients for agency programs/services.
- Establishes and maintains internal and external relationships and leverages relationships to maximize program and campaign effectiveness.
- Represents CCBH at community meetings, workshops and events to stay abreast of changes in healthcare regulations that may impact program participants.
- Represents CCBH as a participant at coalition and/or subcommittee meetings. May lead coalition and/or subcommittee meetings.
- Participates in program planning activities, and provides input regarding new programming and/or service improvements.
- Participates in public health emergency activities as needed.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as assigned.

Please complete the online application on our website, www.ccbh.net/jobs
All applicants are required to upload a resume and include a cover letter with their application.

Deadline to Apply: July 1, 2022

Bilingual Applicants Welcome

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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CIVIL RIGHTS ACT 1964

THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.