



Job Title: CHHP Outreach Driver

Reports To: CHHP Director

Written By: Gladys Amavizca

Position Status: Part Time Regular

Non-Exempt

Date: March 11, 2009

Position Summary: Provide transportation and case management to current and prospective patients of the Hurtt Medical Clinic. In addition to addressing the health care issues that affect the homeless populations throughout Orange County in a team setting.

Job Responsibilities & Duties

1. Performs street and motel outreach to draw chronic homeless patients to Hurtt Family Health Center for medical services.
2. Coordinates pickup and delivery of patients with Pediatric and Adult Health Navigators for patient follow-up and referrals.
3. Assists Pediatric and Adult Health Navigator with connecting patients with public benefits.
4. Drives patients to specialty care appointments and other community based supportive services.
5. Submits weekly reports to supervisor.
6. Maintains and submits monthly stats.
7. Participates in monthly health care meeting.
8. These duties are not exclusive and with consideration of the job requirements and employee skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.

Job Skills & Requirements

1. Bi-lingual in Spanish and English.
2. Ability to be a systems thinker.
3. Experience with working in a community setting.
4. Experience in planning and/or coordinating projects.
5. Ability to work in a multicultural/multilingual environment.
6. Ability to receive instruction from supervisor.
7. Ability to work within a flexible and changing schedule.
8. Treat people with dignity, respect, compassion and integrity at all times.
9. Experience with database entry, reporting, and maintenance.
10. Demonstrated "detailed approach" to administration and organization.
11. Excellent verbal and written communication skills.

12. Legible writing skills.
13. Basic typing (40 wpm).
14. Self-motivated and flexible.
15. Maintains an acceptable driving record (in accordance with our insurance carrier, less than 2 DMV points on driving record).
16. Hands-on PC compatible computer knowledge, understanding and skill.
17. Proficiency with Windows, Microsoft Office (Word, Excel, Outlook, PowerPoint, Internet Explorer).
18. Ability to recognize and maintain confidentiality of information as appropriate.
19. Regular timely attendance.
20. Two years of outreach experience including planning, coordinating and executing outreach events. Experience working with homeless populations preferred
21. Associate's Degree preferably in Sociology, Psychology, or Human Services or a related area or equivalent education and experience.
22. Must currently have and maintain a Class B California Driver License with a Passenger Endorsement.