



American  
Heart  
Association.



AmeriCorps

**Host Site:** Scenic Bluffs Community Health Center

**Position Title:** AmeriCorps Community Wellness Specialist

**Department:** Operations

**Reports to:** Community Health Educator

### **Summary**

The Community Wellness Specialist will support the planning and implementation of Scenic Bluffs' wellness goals and strategies.

### **Duties & Responsibilities**

- Create and present health-related presentations for the community
- Support the Health Center's heart-health initiatives
- Coordinate blood pressure screening for patients of the dental department
- Lead chair-based senior exercise class
- Teach CPR/AED/First Aid courses
- Develop educational materials for patient education
- Support the development and maintenance of the health education webpage
- Support the creation of monthly health education newsletters for distribution
- Develop monthly health-related articles for internal and external promotion
- Provide patient support and education for online patient portal and telehealth
- Support the implementation of annual community 5K run/walk
- Represent Scenic Bluffs at area outreach events
- Promote the mission, vision, and values of the organization in all interactions
- Report to work as scheduled

### **Qualifications**

The individual must respect the confidentiality of patient information while performing job duties and establish and maintain effective working relationships with patients, employees and public. Knowledge of intake and registration process and insurance billing is helpful but not required. Must have problem solving skills and the ability to work without constant supervision.

### **Education and/or Experience**

The individual should have skills in planning and managing projects; effective listening and problem solving. The individual should have knowledge of health and wellness issues and be current on local and national initiatives. This position requires the ability to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data. The individual is required to work with a wide diversity of individuals and will need

to be able to adapt to changing priorities. Strong communication skills with persons of various ages and backgrounds are necessary. The individual should be able to establish and maintain effective working relationships; meet deadlines and schedules, as well as provide direction to small groups and committees and work as a team. Knowledge of dental and medical terminology is a plus.

### **Communication Skills**

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of an organization.

Bilingual skills (Spanish/English) are helpful, but not required. Communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

### **Computer Skills**

The individual must possess the knowledge of Word, Publisher, Excel and PowerPoint, the basics of web design and social media platforms including Facebook and Twitter.