

Job Description

Trinity Memorial Hospital District (TMHD) Community Health Resource Center (CHRC) Part-Time Coordinator

The purpose of this job description is to communicate the responsibilities and duties associated with the position of CHRC Coordinator. The following information should not be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specifically addressed. The CHRC fully expects every person to perform any reasonable task or request that is consistent with fulfilling CHRC objectives.

Position: Part Time -CHRC Coordinator

Supervision: Executive Assistant to TMHD Board of Directors

Location: CHRC in Trinity, Texas

Job Description: Plan, direct, and coordinate operational activities with the help of subordinate employees and volunteers. Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers/clients.

Essential Functions:

1. Greet all persons seeking assistance and answer all incoming calls. Be prepared to offer information and referral services by having on-hand resource directories and other resource materials.
2. Provide clerical duties and other administrative support for the CHRC and partner agency staff, including retrieve messages from answering machine and take appropriate action, photocopying, faxing, etc.
3. Schedule appointments for clients wishing to meet with the CHRC Coordinator, the CHRC Advisory Committee, or with representatives of partner agencies.
4. Develop and maintain close working relationships with all service providers in the Trinity area, including schools, police and probation departments, clinics, churches, support groups and state/local social service agencies, including those based in nearby cities.
5. Schedule and coordinate use within CHRC space by partner agencies.
6. Organize, maintain, and ensure availability of all forms and resource materials.
7. Photocopy client documents and create client files for use by the CHRC Center. Ensure that all case files are accurately and properly maintained. Maintain strict confidentiality of client identity and their information.

8. Ensure accurate and timely completion of all CHRC documents to include logs, forms, records, etc.
9. Draft letters as requested by the CHRC Advisory Committee.
10. Ensure that CHRC supplies are always in stock.
11. Advise the supervisor of client interactions that are of concern, either due to potential protection issues, behaviors that indicate a potential risk to self or others, or behavior/words that are inappropriate, threatening or verbally abusive.
12. Initiate outreach activities to inform the public of the CHRC services.
13. Meet periodically with the CHRC Advisory Committee to report on activities and ideas that might be beneficial to the Center.

Education Required:

1. High School graduate (or GED)

Qualifications:

1. Experience in a position requiring interaction with the public
2. Current driver's license with willingness to travel
3. Bilingual preferred (English/Spanish speaking)
4. Excellent organizational, interpersonal and listening skills
5. Working knowledge of Microsoft Word and Excel.
6. Professionalism in all interactions with clients, staff and service providers.
7. Excellent multi-tasking, problem-solving and listening skills.
8. Ability to work independently, productively and efficiently.

Supervision Received:

1. Supervision from TMHD Executive Assistant as appropriate.
2. Review of completed work and monthly reports as established by the CHRC Advisory Committee.

PHYSICAL DEMANDS

1. Ability to sit for extended periods of time while working
2. Constant hand, fingers, and arm use
3. Occasionally function in activities involving walking, bending, squatting and reaching
4. Occasionally stand for extended periods of time
5. Ability to hear and speak clearly
6. Ability to lift and/or move up to 35 pounds
7. May work outdoor events