

CHRIST COMMUNITY H E A L T H

Job Title: Community Outreach Intern Supervisor's Title: Administrative Coordinator Department: Administrative	FLSA Status: Non-Exempt Revised: 04/03/19
--	--

General Summary: The Community Outreach Intern has a broad range of responsibilities including organizing and executing community outreach events, partnering with other agencies in the CSRA to develop health programs and/or health events, and enhancing employee engagement within the workplace.

Major Areas of Responsibility:

1. Supports planning and implementation of community outreach events and activities to meet the health needs of the community.
2. Works with the nurse manager to organize health education and exercise classes for CCHSA patients.
3. Partners with other health, human service agencies, and churches in the CSRA to develop health events and programs for patients and community.
4. Maintains and expands relationship with Augusta Housing Authority through community events and health screenings.
5. Records and documents all outreach programs and their effectiveness and reports to the spiritual life and outreach committee of the Board of Directors.
6. Represents CCHSA at local, civic, and other events.
7. Serves as coordinator for volunteers' orientation and scheduling for outreach events.
8. Develops staff appreciation and wellness initiatives.

Required Knowledge, Skills, Abilities:

1. Ability to encourage and pray with patients and staff
2. Ability to demonstrate compassion, love and caring when interacting with patients, staff, volunteers, visitors and families
3. Skilled in typing and computer related functions (including Microsoft Office)
4. Ability to multitask and prioritize work issues properly
5. Ability to answer telephones and communicate effectively
6. Demonstrated understanding and experience with community outreach.
7. Access to vehicle and valid State driver's license and insurance.

Education and Experience: A bachelor's degree or beyond is required. Relevant experience preferred.