



UpValley Family Centers Promotores Program Coordinator

Employment Type: 1 FTE (40 hours/week); Non-exempt

Salary: competitive and based on experience

Benefits: Medical, dental, vision, 401k plan, paid sick leave, vacation, holidays

About UpValley Family Centers: UpValley Family Centers is a dynamic nonprofit organization offering services up valley through our family resource centers in Calistoga and St. Helena. Our mission is to provide guidance, support and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We are essential resource hubs for residents living in the upper valley of Napa County. We maintain active partnerships with early childhood programs, school districts, nonprofits, city and county agencies. Learn more about us at: www.upvalleyfamilycenters.org.

About the Promotoras Program: UpValley Family Centers has had a Promotores Program since 2010. Promotores are trusted local community members who receive specialized training to provide basic health education in Spanish speaking communities in a culturally relevant manner. Promotores build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities including outreach, community education, informal counseling, social support and advocacy. Our Promotoras Program strives to ensure equitable access to resources that facilitate individual, family and community health and wellness. The Promotores Coordinator reports to the Program Director.

Responsibilities:

- Recruits and supports volunteer Promotores, increases leadership skills and confidence of individual members and promotes group cohesion and efficacy.
- Convenes regular Promotores meetings, supports the active participation of members, plans community education and outreach activities, and evaluates progress on identified goals.
- With Promotores, conducts outreach and provides peer health education and support to individuals and families. Outreach may include home visits to assess community-member needs and concerns as they relate to their family, their community, and their health.
- With Promotores, plans and leads group sessions and discussions on assigned topics, and plans and organizes resource fairs or other events that promote health equity in the community.
- Works to reduce stigma and other barriers to initiating services or accessing health or social services, by providing accurate information to community members and health care providers.
- Monitors community trends and shares information about health inequities or gaps to support community or systems change efforts. Facilitates resident civic engagement and advocacy.
- Remains up to date on local information and resources. Makes referrals to health and social service agencies and follows up with individuals to ensure they receive needed services.

- Develops relationships with local health care and social service providers to facilitate information sharing and increase access to services.
- Develops bilingual program and outreach materials as needed.
- Tracks and reviews program data for organizational learning and for reports to funders.
- Actively participates in training and professional development opportunities.
- Represents the organization in meetings with community partners in English and Spanish.
- Other duties as assigned.

Desired Qualifications

- Knowledge of and/or is part of upvalley communities of Calistoga, St. Helena, Angwin, Pope Valley, Rutherford, Oakville, Deer Park, and Lake Berryessa
- Experience in community change work, especially with Promotores-like programs
- Displays empathy, respect, and understanding of community values and members
- Excellent problem-solving skills and communication skills, and experience with group process and collaboration
- Ability to take initiative, have good judgment and maintain confidentiality
- Flexibility and commitment in understanding and addressing changing community needs, with a strong awareness of local health and social systems and existing health inequities
- Ability to organize information, events, and program activities
- Ability to work independently and as part of a team
- Information technology skills, including use of laptops, smartphones, internet/online application systems, web-based time tracking systems, Microsoft Office, etc.
- A Bachelor's Degree in health, social work or closely related field is preferred
- Ability to read, write and speak Spanish and English required
- Reliable transportation, valid driver's license, and insurance required
- TB test and background check required

HOURS OF WORK:

Occasional weekend and evening work is anticipated.

APPLICATION PROCESS:

Please submit a resume and thoughtful cover letter to: ilopez@upvalleyfamilycenters.org
Applications will be accepted until the position is filled. Please no phone calls or walk-ins.

The UpValley Family Centers of Napa County is an equal opportunity employer.