



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: employment@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

COMMUNITY ENGAGEMENT COORDINATOR

Division: Community & Energy Services

Department: Welcome Center Services

Supervisor: Welcome Center Services Manager

FLSA Status: Non Exempt – Non Union

Job Mission:

Help community members' access health care and social services by addressing socioeconomic barriers; engage community partners to improve interagency referrals and cooperation.

Performance Standards:

1. Collaborate with agency partners to assure appropriate service utilization and to facilitate seamless referrals between network partners.
2. Provide applicable case management to clients, including screening, assessments, referral and enrollment.
3. Attend network meetings and regularly interact with external partners to coordinate service, build a strong collaborative network, and assist with the development and design of outreach strategies to attract qualified participants and their families.
4. Manage partner referrals in shared database to assure that all referrals are resolved in an efficient and thorough manner; responsible for handling sensitive client data transmitted from external partners; train OLHSA staff and volunteers on database system and procedures.
5. All other duties as assigned by supervisor.

Qualifications:

1. Associate's Degree in human service field required, Bachelor's Degree preferred.
2. A minimum of two (2) years' experience in the field of health or human services .Experience working with diverse, low income populations.
3. One (1) year case management experience preferred.
4. Two (2) years of experience working with computer applications and customer tracking data systems preferred.
5. Bilingual in English and Spanish preferred.
6. Valid Michigan Driver's License, valid insurance policy, and a reliable automobile to be used for work related travel required.

Hours & Wage:

\$18.00 per hour

40 hours per week, 52 weeks per year

Location:

Pontiac

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Community Engagement Coordinator

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	Meet with clients, computer work, phone work
Stand	1	
Walk	2	interactions w/staff, walking to meetings on multiple floors, areas
Bend/Stoop	N/A	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	reaching for books/binders/supplies/files
Crouch	No	
Balancing	No	
Squat	No	
Climb	Yes	Stairs
Shoulder level	No	
Kneel	No	
Pushing	No	

	Pounds	Comments
Weight Carried	Up to 10 lbs	files or materials

	Pounds	Comments
Weight Lifted	Up to 10 lbs	files or materials

Date: Mar 27, 2023