

California State University, Fresno Foundation

BILINGUAL RECRUITMENT AND RETENTION SPECIALIST – CENTRAL VALLEY HEALTH POLICY INSTITUTE

JOB ANNOUNCEMENT #19-046

POSITION SUMMARY:	<p>Full-time, benefited position (based on available grant funding) with the Central Valley Health Policy Institute through the California State University, Fresno Foundation. The Central Valley Health Policy Institute (CVHPI) is located within the California Center for Health and Human Services (CCCHHS) an ancillary unit of California State University, Fresno. CVHPI serves to integrate university resources with regional needs by collaborating with agencies and community organizations to address health and healthcare policy and program challenges in the San Joaquin Valley. This position is a full-time benefited (based on available funding) Foundation non-exempt position.</p> <p>CVHPI is the research and evaluation partner with UCSF PTBi-CA in administering a contract from the Patient-Centered Outcomes Research Institute (PCORI) to conduct a research study comparing the effectiveness of Glow! Group Prenatal Care and Support to traditional prenatal care with enhanced services provided through the Comprehensive Perinatal Services Program.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Recruitment and Retention Coordinator, the Recruitment and Retention Specialist is responsible for:</p> <ul style="list-style-type: none"> • Recruitment of participants (both English and non-English speaking) in clinic settings for study • Telephone and other outreach to secure participants for educational events • Participating in a collaborative research process by communicating the needs and feedback from the participants • Event planning, coordinating food, materials, event set-up • Helping to prepare bilingual print materials to support educational program • Conducting outreach and education on the program using social media • Translation of program documents (English to Spanish) as needed • Distribution of research stipends to participants • Tracking of survey completion and assisting participants with completion • Recording notes during events/calls/focus groups, etc. • Participating in the development and preparation of project reports • Working with project managers and team members on various technical and analytic assignments related to Center activities, programs and personnel • Other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Requires a High School Diploma or equivalent; Bachelor’s degree in public health or a related field preferred • Requires written and verbal fluency in English and Spanish • Excellent problem-solving skills • Ability to use Internet to collect data • Moderate level competency and skills utilizing standard office software including Word, Excel, email and Internet usage • This position requires flexibility, an orientation to detail, ability to work effectively in a fast-paced environment while maintaining a high level of accuracy, excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities • Correct English grammar usage, spelling, punctuation and proofreading • Documented ability to work well with people from various organizational levels within a given organization, as well as proven ability to work congenially and effectively with members of the general public • Ability to adapt quickly to changing priorities

	<ul style="list-style-type: none"> • Enter data and text with speed and accuracy • Establish and maintain effective working relationships with faculty, students and staff from diverse ethnic, cultural and socio-economic backgrounds • A history of regular attendance and positive performance evaluations • A valid driver's license and reliable, insured transportation as driving may be required
COMPENSATION:	\$3,000.00 per month. Benefits include health, dental, vision, 401(K), and life insurance, vacation, sick and holiday pay.
DEADLINE:	Application review begins September 20, 2019; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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