

California State University, Fresno Foundation

RECRUITMENT AND RETENTION SPECIALIST – CENTRAL VALLEY HEALTH POLICY INSTITUTE JOB ANNOUNCEMENT #18-972

POSITION SUMMARY:	<p>Full-time (50% time, 20 hours per week) benefited position for 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 is a position with the California State University, Fresno Foundation.</p> <p>CVHPI is the research and evaluation partner of Glow! a project administered by First 5 Fresno County that will administer group prenatal care to women in Fresno. CVHPI will be responsible for enrolling study participants, collecting survey data, analyzing findings and preparing summary reports.</p> <p>University faculty and students from the College of Health and Human Services join with Center staff and community stakeholders to address high priority needs in the region. The Center provides administrative and grant development support for various ancillary units and developing projects.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Executive Director of the Central Valley Health Policy Institute and his/her designees, the Recruitment and Retention Specialist is responsible for:</p> <ul style="list-style-type: none"> • Participate in a collaborative research process • Recruitment of participants in clinic settings for study • Telephone and other outreach to secure participants for educational events • Event planning, coordinating food, materials, and event set-up • Help to prepare print materials to support educational program • Conduct outreach and education on the program using social media • Translation of program documents as needed • Assist during Glow! sessions as needed • Distribution of research and transportation stipends to participants • Track survey completion and assisting participants with completion • Record notes during events/calls/focus groups, etc. • Participate in the development and preparation of project reports • Work 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 • Two (2) to four (4) years experience in a community nonprofit organization, government agency, or similar organization • Requires fluency in English and Spanish • Knowledge of responsibilities in supervised research or program administration • Knowledge of health, medical terminology and the broad determinants of health • 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

	<ul style="list-style-type: none"> • Flexibility, an orientation to detail, and 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 • 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 • 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 California driver's license and reliable, insured transportation as driving may be required
COMPENSATION:	\$1,526.00 / month. Benefits include health, dental, vision, life insurance, 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins October 26, 2018; 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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