

DENVER INDIAN HEALTH AND FAMILY SERVICES
JOB DESCRIPTION

Job Title	Facilities and Mobile Outreach Coordinator	Department	Administration
Supervisor's Title	Director of Outreach and Mobile Health	FLSA Status	Exempt. Full Time
Date Prepared	7/31/2020	Date Revised	1/2/2024
POSITION PURPOSE	To oversee all maintenance facility activities inside DIHFS, making sure the health and safety standards are met and coordinating repairs as needed. This position works under the Mobile Health Department by coordinating and driving the DIHFS vehicles to events as needed. This includes the Mobile Health Unit and travel to various locations within the State of Colorado.		
ESSENTIAL DUTIES	<p>Under the general supervision of the Director of Outreach and Mobile Health, the duties of the Facilities and Mobile Outreach Coordinator are encompassed as follow:</p> <p>Facilities Oversight</p> <ul style="list-style-type: none">• Walkthrough of the facility to keep the clinic's interior clean, attractive, and hygienic.• Proactive and recommends service requests to maintain a safe facility.• Proficiency with minor repairs, tools, and techniques• Assists staff with general handy-man duties.• Schedules repair services as needed.• Mitigates and coordinates building issues with ownership and schedules repairs outside of landlord's scope.• Coordinates cleaning schedule including issues with contracted janitorial service.• Delivers interoffice mail to and from Holden to Sherman offices as needed.• Monthly shopping to Costco as needed.• Maintains facility logs as needed.• Coordinates facilities coverage with Practice Manager and Administrative Assistant when work schedule is planned offsite for Outreach events or on personal time off.• Other general duties as assigned. <p>Outreach Coordinator</p> <ul style="list-style-type: none">• Receives training to drive and maintain the Mobile Health Unit.• Deliveries focused on patient needs with the DIHFS vehicles.• Schedules transportation for patients as needed (through uber or mobile health unit).• Maintains the mobile health unit (scheduling maintenance, cleaning, standard upkeep).• Coordinates events with Director of Outreach and Mobile Health and drives the mobile health unit to and from events. Assists with mobile health unit functions as needed. Plans effectively for mobile unit travel, including identifying routes, sites for RV-related needs, and other strategies for the safe operation of the unit.• Filing paperwork, keeping electronic records, tracking events, sign-in sheets,		

OTHER DUTIES

- etc.
 - Outreach set up and support as needed.
 - Other general duties as assigned.
- Quality Assurance**
- Participates in organizations quality improvement activities.
 - Assist in company policies, processes, and procedures.
 - Performs regular inspections and reviews to ensure adherence to quality and safety policies. Communicates concerns with other employees.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITY	<ul style="list-style-type: none"> • This role involves some ability to organize, plan ahead, and predict potential issues or needs of both of the facilities and the vehicles. The candidate will be called upon to communicate well and balance various demands from various teams. • Will need knowledge of various health care accreditation standards, Indian Health Service, and other guidelines. • Culturally responsive to American Indian/Alaskan Native people and issues. • Excellent verbal and written communication and problem-solving skills. • Advanced interpersonal skills and positive attitude; ability to work with staff in a mutually respectful way to promote DIHFS ideals. • A general understanding of health inequities and a desire to utilize outreach to meet patient needs.
EDUCATION, LICENSURE OR CERTIFICATE	<ul style="list-style-type: none"> • Minimum of a bachelor's degree and three years in a health or health related field, or equivalent education/experience that can be verified. • Preference given to those with education and/or experience in public health, hospital, or clinic administration, or specifically, urban Indian health care.
EXPERIENCE	<ul style="list-style-type: none"> • Experience in the use of computers and various computer programs • Reliable personal vehicle, proof of Colorado liability insurance, and valid Colorado license within three months of employment
SCOPE OF AUTHORITY	None
FINANCIAL AUTHORITY	None
COMMUNICATION	Excellent interpersonal and communication skills
SUPERVISORY RESPONSIBILITY	None
WORKING CONDITIONS	<p>Typical Working Conditions:</p> <ul style="list-style-type: none"> • Work must be performed in confidential setting. • At times will involve irregular hours, including weekends and evenings.

OTHER
REQUIREMENTS

- Will involve short durations of work around the perimeter of the facilities and the vehicles in all seasons.
- Will include deadlines and establishing priorities.
- Will involve local and out of area travel.
- Will include frequent contact with community members and local, state, and federal officials.
- Will involve communications across disciplines and teams, and with administration.

Typical Physical Demands:

- Prolonged periods of standing, stooping, bending, or stretching for files and supplies.
- Up to 15 pounds of lifting.
- Manual dexterity sufficient to operate and keyboard or another agency machinery.
- Vision correctable to 20/20 and hearing in normal range for telephone calls (or can be supported).
- Interactions and walking and communicating across teams and administration.
- Sensitivity to interpersonal issues may be required.
- Operating company vehicle.
- Outreach coordination as needed.
- Sensitivity to interpersonal issues, ability to maintain confidentiality of any patient interaction or information.
- Other duties as assigned.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

APPROVALS			
Employee's Signature	_____	Date	_____
Employee's Manager	_____	Date	_____
Executive Director/Rep.	_____	Date	_____

Denver Indian Health & Family Services is a private non-profit organization. DIHFS does not discriminate in employment based on race, color, creed religion, age, sex, national origin, physical handicap, marital status, or sexual preference. However, DIHFS does adhere, both philosophically and as required, to the Indian Preference Act, Title 25 CFR, Section 472.

Denver Indian Health & Family Services is a smoke-free, Drug/Alcohol-Free work environment.

As a precursor to employment, applicants must agree to a stringent background check, at DIHFS Board of Directors' discretion, as well as to verification of references and other information provided by applicants.