



cascade comprehensive care, inc.

Job Description

Job Title: Community & Public Relations Specialist
Department: Government Relations
Reports To: Director of GR & External Affairs
FLSA Status: Exempt

Physical Strength: Light (L)
Prepared By: Polson
Prepared Date: October 2018
Approved By: Oksen
Approved Date: October 2018

SUMMARY

This position is responsible for developing and implementing community outreach programs including social and community awareness. This person is also responsible for developing and executing a companywide communications plan, planning and organizing community events, writing and editing press releases, and managing contacts with providers, the community, and government officials by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Develops and implements community outreach programs that promote the organization's image in a positive way.
2. Writes and edits press releases for the organization using exceptional writing and communication skills.
3. Develops and implements the Communication Plan.

JOB DUTIES

- Organizes internal events, fairs, and other community events to incorporate the organization into the community.
- Promotes our signature programs to members and the community at large.
- Manages all community development initiatives for the organization.
- Moderates communications between the organization and various media outlets such as newspapers, radio broadcasts, and television stations.
- Builds relationships with providers and community partners.
- Coordinates the Community Advisory Council (CAC) monthly meetings which include preparing agendas, minutes and meeting packets.
- Coordinates the Community Projects Advisory Committee (CPAC) meetings including agendas, minutes, and meeting packets
- Participates on committees as assigned.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.

- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers, including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university; and three to five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, providers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with



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hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
