



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Part-Time Clinic Outreach Specialist
Department: Administration
Exemption: Non-Exempt
Supervisor: Medical Office Administrator

DESCRIPTION:

This position will support the outreach of the Medical Clinic and Nevada Urban Indians, Inc (NUI) whole organization. The Clinic Outreach Specialist will work directly with Nevada Urban Indians, Inc. (NUI) service areas and coordinate with the Medical Office Administrator (MOA) to help with outreach and increase the number of patients.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent; Easily motivated and or knowledge in outreach and community engagement. Must have a current CPR card or be able to obtain one.

JOB DUTIES & RESPONSIBILITIES: duties and responsibilities may include, but are not limited to, the following:

- Facilitate outreach events in coordination with MOA.
- Correspond with adult clients.
- Provide support to MOA on grant writing, procurement, and maintenance.
- Meet daily with peers and weekly with other departments.
- Maintain accurate documentation of services and outreach provided.
- Perform work and program activities according to the program's scope of work to public including Native American and Alaskan Native patients and communities.
- Coordinate with MOA in the planning, implementing program initiatives, and events.
- Execute outreach events intended to educate on the Clinic program.
- Develop flyers and other outreach materials as needed or assigned.
- Maintain outreach and program contact lists.
- Other duties as assigned.

SPECIAL NOTE:

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions). NUI requires all employees to demonstrate proof of receiving a COVID-19 vaccination as a condition of their employment.