

Company:	NYU Grossman SOM	FLSA:	Non-Exempt
Title:	Community Health Rep	Probationary Period:	6 Months

Position Summary:

NYU Grossman School of Medicine's Department of Population Health (<http://pophealth.med.nyu.edu/>) is seeking applications for a bilingual community health representative. The candidate will work with Dr. Lu Hu in the Department's Center for Healthful Behavior Change. The candidate will assist with the recruitment, enrollment, research data collection, study coordination activities involving culturally tailored health education and coaching to improve diabetes management among Chinese American communities in New York City. Proficiency in Mandarin Chinese is required; fluency in Cantonese is highly desired.

Job Responsibilities:

- Reporting to project supervisors.
- Keeping participants motivated and engaged in the study.
- Conducting phone calls with study participants.
- Conducting interviews and surveys with study participants
- Providing individual counseling and support; assisting study participant with goal-setting.
- Keeping organized study logs and data files, and tracking of recruitment and intervention activities
- Assisting participants in tracking medical appointments, medication, and coordination of care.
- Assisting with development and translation of tailored and translated flyers and other study materials
- Participating in learning exchanges and trainings, including community health worker (CHW) trainings.

Minimum Qualifications:

- At least high school degree or equivalent in public health, psychology, social work, health education, health communication, nutrition or related field.
- Proficiency in using various Microsoft Office applications such as Word, Excel, Access, Power Point and Outlook. Familiar with Internet applications.
- Ability to speak, write and read Mandarin Chinese professionally.
- Effective oral, written, communication, interpersonal skills.
- Ability to interface effectively with all levels of management and must work and communicate effectively with both internal and external customers.
- Ability to work within a team environment as well as independently.
- Commitment to continuous learning as required by department administration.
- Ability to work and make decisions independently.
- Time management skills and ability to multitask.

- Ability to identify, analyze and solve problems
- Ability to work well under pressure.

Working Conditions:

Participate in required training both in person and remotely; Attend study project meetings; Manage professional time responsibly in the context of remote work.