



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Community Health Assistant**  
FLSA Status: Non-Exempt / Part-time  
Reports to: Community Health Coordinator

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#### **POSITION SUMMARY:**

Assists in coordination and oversight of activities associated with Community Health Programs, events and strategies. The assistant will participate in data collection, entry and analyze, research, project planning and development. Provides leadership to ensure that all services offered through the Rye Y meet the highest safety and member centric standards set by the Rye YMCA.

#### **ESSENTIAL FUNCTIONS:**

1. Assist in oversight of community health programs and events to ensure safe, high-quality member focused services through innovative program development, evaluations and ongoing staff training.
2. Recruits, screens, and registers eligible participants in all community health programs, and assists with retention of program participants.
3. Assist with monitoring, evaluating and auditing program effectiveness to ensure compliance with reporting procedures and program standards.
4. Assist with outreach to community partners, public health officials, healthcare professionals, payer communities and other referral networks to enhance awareness of, referrals to and reimbursement of all community health programs.
5. Provides leadership and support to the annual fundraising campaign.
6. Attends YMCA and local community meetings, as well as in-service training as appropriate.

#### **QUALIFICATIONS:**

1. Bachelor's degree preferred in public health, chronic disease education, exercise science, health/physical education, nutrition or related field or equivalent experience.
2. Must have excellent oral and written communication and listen first skills with the ability to build strong relationships with individuals and build community with small groups.
3. Ability to build relationships with wide variety of stakeholders (medical professionals, public health officials, employers, payers, health seekers, senior Y leaders, and Lifestyle Coaches).
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Bilingual required and able to read, write and speak Spanish proficiently for this position.
6. CPR/AED is a plus but not required.

#### **PHYSICAL DEMANDS:**

Must have sufficient strength, agility and mobility to perform essential functions of positions and to safely supervise activities.

#### **WORK SCHEDULE:**

Required to work 4 days per week with hours that may fluctuate from 15 to 20 hours per week.