



## **JOB ANNOUNCEMENT – Outreach Coordinator – ECI Program**

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

**Job Type: Full-time**

**Salary: \$37,440 - \$49,401.30 per year**

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**Summary/Objective -** The Outreach Coordinator will conduct PdN Children's ECI Outreach activities in El Paso County in the zip codes assigned to our program; conduct contact and coordination with the medical community (local hospitals, clinics and physicians) & other community stakeholders (Child Care Providers, CPS, WIC, local MCOs, etc.) for the purpose of promoting and increasing ECI referrals.

### **General Duties**

- **Promote public awareness of the ECI Comprehensive program in the medical community and promote and inform community of other PdN Children's programs and services.**
- **Establish and maintain a referral process with the local hospitals, clinics, physicians and community agencies.**
- **Assist with receiving ECI referrals via phone, fax and email and work with the PdN Children's intake staff and Region 19 ECI staff to distribute to the appropriate ECI program in a timely manner.**
- **Develop protocols for ongoing referrals.**
- **Assist in updating the ECI local website as needed and be the point of contact for the ECI Referral line along with Region 19 ECI. Work with PdN Children's Outreach team for ECI Social Media presence.**
- **Maintain and develop local outreach & public awareness materials (brochures, posters, flyers, etc.) to promote ECI services.**
- **Develop a monthly reporting system for ECI referrals received and outreach activities that were completed each month.**
- **Attend Community Health Fairs, as appropriate, to promote ECI Services as well as other PdN Children's programs and services.**
- **Perform other duties, projects and responsibilities as assigned.**

## **Required Education and Experience**

- **Bachelors in Public Relations, Marketing, Advertising or Social Work**
- **Experience with public speaking**

## **Preferred Education and Experience**

- **Experience in Pediatrics**
- **Experience working with hospitals, clinics, physicians and administrators in the medical community**
- **Functional Spanish Speaking skills preferred**
- **Marketing Skills.**

## **Additional Eligibility Qualifications**

- **Must pass criminal history background check**
- **Current Child CPR / First aid Certificate.**
- **Driver's License and reliable vehicle and car insurance**

**Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Work Environment - Medical environment, hospitals, clinics and physician's offices. Administrative offices. Other community stakeholder offices.**

**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.**

**Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Please submit application (<http://pdnchildrens.org/career-opportunities/>) and requested documentation to [admin@pdnchildrens.org](mailto:admin@pdnchildrens.org)**