



JOB ANNOUNCEMENT

Community Outreach Worker

About the Organization

Valley Health Foundation (VHF) is an independent, nonprofit organization that raises funds to support Santa Clara Valley Healthcare (SCVH), the public healthcare system in Silicon Valley as well as other departments in the public health system including Behavioral Health Services Department, Public Health, Custody Health.

The healthcare system serves 1 in 4 residents of Santa Clara County and includes O'Connor Hospital in San Jose, St Louise Regional Hospital in Gilroy, and Santa Clara Valley Medical Center in San Jose, Silicon Valley's busiest hospital. The system provides care to everyone, regardless of insurance status or income level. Valley Health Foundation is a dynamic and successful fundraising organization that fosters an energetic, collaborative work environment. More information can be found at www.valleyhealthfoundation.org.

Position Summary

This Community Outreach Worker is a temporary part-time position with Valley Health Foundation with placement to support the County of Santa Clara Behavioral Health Services Department (BHSD) Navigator Program ending on March 31, 2025. This position reports to the Senior Program Officer, will work closely with the BHSD Navigator Program staff, and will be assigned to assist the staff in the development and coordination of community outreach efforts to provide informational and educational materials about the Navigator Program. To promote Navigator Program services and encourage community use of services, the outreach worker will attend and table at county-wide resource and community fairs to reach the widest and most underserved communities and manage materials to be distributed.

Behavioral Health Navigator Program Summary

The Behavioral Health Navigator Program is a peer run program that helps connect individuals and families to County and community resources in Santa Clara County. By calling the BH Navigator phone number or emailing the dedicated inbox, community members get personalized guidance about the behavioral health system, ensuring that all parties have access to accurate and relevant information, linkage to services, and partnership navigating various support opportunities. In-person peer navigation services are also available at several peer support programs



which the BH Navigator Program works closely with and refers to. Learn more at <https://bhsc.sccgov.org/programs-services/behavioral-health-navigator-program>

Supervisor: Senior Program Officer
Status: Temporary part-time, non-exempt (hourly) position
Schedule: 15 hours per week with some weekend or evening work required
Work assignment: Ending on March 31, 2025.
Location: Santa Clara County including San Jose, Gilroy, and Palo Alto

Responsibilities

- Work with established community agencies and groups to identify outreach opportunities across Santa Clara County.
- Provide information to individuals in the community on Navigator Program services and other services in the Behavioral Health Services Department.
- Through outreach activities, locate designated populations and provide them with educational materials.
- Assist in promoting the Navigator Program among community organizations, schools, and health focused organizations including through social media.
- Develop and sustain positive relationships with a range of stakeholders, including residents, community leaders, local groups and organizations, and local authorities.
- Schedule and attend resource and community events as they become available.
- Maintain outreach efforts and record keeping consistent with grant reporting requirements as outlined by the program.
- Complete documentation to track outreach activities.
- Communicate with the Behavioral Health Navigator team to coordinate on outreach planning and activities.
- Performs other duties/special projects as assigned.

Qualifications, Knowledge, and Abilities

- A reliable and insured vehicle; valid driver's license.
- Enthusiasm for community health and well-being.
- Demonstrated ability to learn and explain County of Santa Clara Behavioral Health Services Department Navigator Program and other BHSD programs in an enthusiastic, engaging, and supportive manner.



- Flexible schedule to attend and table at community wide events and resource fairs.
- Monitor the inventory of supplies for community distribution.
- Organize, assist and/or participate in a variety of community events, trainings, or meetings for the purpose of providing education and information on services available.

Compensation and Benefits

- \$28.00 per hour, with potential increase April 2024.
- 24 hours of paid sick leave per year to employees who have completed 30 days of work for Valley Health Foundation in California. Employees in this category who have completed 90 days of employment with Valley Health Foundation are eligible to use paid sick leave.

Application Instructions

- The position will remain posted until filled.
- Interested applicants should submit a resume and brief cover letter to: jobs@vhfca.org.
- Subject Line: Community Outreach Worker

References will not be contacted by Valley Health Foundation until the final stages of the interview process. Applicants will be notified before any contact with provided references. The application process is confidential.

Diversity, Equity, Inclusion, and Respect

We value diversity in experiences, cultures, and perspectives at Valley Health Foundation. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (particularly under-represented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff that is engaged in addressing issues of diversity, equity, inclusion, and respect.