



JOB DESCRIPTION

Marketplace Coordinator

REPORTS TO: Community Health Engagement Manager

EDUCATION & EXPERIENCE: Bachelor's degree in public health, social work, or related field preferred. Equivalent experience may be substituted for education and experience requirements. Demonstrated knowledge of how social and physical environments influence health (formal, informal, lived/personal, and academic knowledge are welcomed).

SKILLS: Excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Strong supervisory and leadership skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to function well in a high-paced and at times stressful environment. Proficient with Microsoft Office Suite or related software.

PRIMARY DUTIES:

- Show hospitality to partner organizations, as well as patients and clinic staff seeking to access their services
- Organize schedules and spaces shared routinely by community partners, as well as during special events
- Work with patient-family advisors, community partners, and clinic staff to create and manage referral systems to Marketplace services
- Value the well-being and work for the good of all patients, family, staff, and community partners with equity
- Take initiative in learning about Federally Qualified Health Centers, WFM mission and values, social determinants of health, and health equity
- Research best practices regarding Community Health Resource Centers and make recommendations to WFM based on findings
- Cultivate existing relationships and establish new community health resource partnerships
- Actively participate in the evolution of your own job description, as well as the creation of efficient, sustainable systems of organization for the Marketplace while the new clinic building project progresses

OTHER DUTIES:

- Assist with Administration phones and errands
- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer and calculator
- Long periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas

- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

2/23/2022