

**Maine Mobile Health Program
Position Specifications
Essential Functions and Applicant Requirements**

Position Title: Rakers' Center Staff

Pay Designation: Non-exempt (hourly)

Position Reports to: Regional Coordinator

Position Summary:

Create access to care and other services available to farmworkers and their family members through intake and referrals. Serve as the centralized liaison between farmworkers and social service agencies at the Rakers' Center. Assess the needs of farmworkers to refer them to the appropriate services while simultaneously tracking key scouting information. Support volunteers and other organizations supporting food distribution. Assist in the development of policies and procedures to improve health care delivery, cultural and linguistic appropriateness and program effectiveness.

Essential Responsibilities:

1. Communicates with staff and recipients of service in a respectful, prompt, culturally appropriate manner.
2. Works collaboratively with MMHP staff, other organizations and volunteers.
3. Monitors incoming phone calls and faxes during Rakers' Center hours.
4. Reports any key scouting trends or needs to the Regional Coordinator to ensure accurate and timely delivery of services.
5. Assists with determining appropriate food distribution to families based on inventory and utilization. Assist with the collection of boxes, packing, distribution and tracking of inventory.
6. Opens and closes the Food Pantry at the Rakers' Center in addition to staffing evening food drops at the farmworker camps as assigned.
7. Transports food and supplies as necessary.
8. Make arrangements for leftover food at the end of the distribution period.
9. Performs tasks as required to promote proper utilization of time and staff.
10. Completes necessary paperwork including Rakers' Center Intake Forms and daily tally forms of Rakers' Center utilization. Fills in the Food Pantry log book to track food distribution.
11. Participates in MMHP trainings, retreats, and harvest debriefs as required.
12. Adheres to safety guidelines and confidentiality policies.

Other Responsibilities:

1. Performs other related duties as assigned.
2. Assists in the development of policies and procedures to improve the Rakers' Center.

Availability Requirements:

Primarily the month of August in DownEast, Maine.

Essential Requirements:

Education: High School education or G.E.D.

Skills/Abilities: Ability to organize and prioritize work, ability to work well with others, and communicate effectively. Skills in customer service principles. Ability to read, understand and follow oral and written instructions. Ability to speak Spanish is required. Communicates and *interacts* with farmworkers and colleagues in a culturally appropriate manner. Prior experience with farm work is helpful.

Equipment Usage Requirements:

1. Telephone
2. Fax machine
3. Laptop computer

General/Field Work Environment and Physical Demands:

1. Must be able to climb, stand, and walk.
2. Lifting not to exceed 50 pounds with good body mechanics.
3. Must be able to push/pull weight short distances.
4. Moderate twisting, frequent bending, infrequent squatting.
5. Endurance-moderated energy requirements (5-7 mets).
6. Gross dexterity with infrequent fine motor movement.
7. Both handedness required for 40-60% of the job cycle.
8. Frequent pinching, infrequent hand/wrist repetitions.
9. Requires hearing whispered at 3 feet (FAA Class III) and frequent, clear speaking ability.
10. Moderate exposures to infections.
11. Must have 20/40 corrected vision.

Additional Environmental Demands:

1. Steady exposure to voices and routine noises and occasionally loud sounds.
2. Slight likelihood of minor injury.
3. Slight likelihood of exposure to toxic condition.
4. Likelihood of working with others is great; association is frequent and comprises a major portion of the job.
5. Likelihood of working with people from a variety of cultures and speaking languages other than English is great.
6. Work is often in community setting: farms, labor sites/camps, ERs, clinics, etc..
7. Lack of control over pace of work is moderate, with periods of assignment based pace.
8. Role ambiguity is slight, rarely is it not clear what others expect of the worker.
9. Irregular work hours, depending on season, needs, and availability.

Cognitive and Emotional Demands:

1. Problem solving required along with frequent times when situation assessment and corrective action is needed.
2. Must be able to read and comprehend greater than a grade 6 level of instruction and have basic math skills.
3. Must remain calm and exercise self-control in working relationships with patients and staff.
4. Works directly and on a regular basis with persons who are or may become ill or disabled, must possess skills to cope with stresses associated with illness, disability, crisis and at times death.

NOTE: This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.

I have read and understand the above Position Description

Employee Signature

Date

Witness Signature

Date