**MAINE MOBILE HEALTH PROGRAM**

**Position Specifications**

**Essential Functions and Applicant Requirements**

**Position Title: Advocacy Assistant**

**Pay Designation: Hourly (Non Exempt)**

**Reports to: Chief Executive Officer**

**Position Summary:** Administrative position that supports both program and administrative staff. The Advocacy Assistant works directly with the CEO and a team of Community Health Workers (CHWs) to monitor federal, state, and local policies affecting MMHP’s patient population and supports general administrative program functions.

**Duties and Responsibilities:**

* Informing MMHP’s staff, patients, and partners of the impacts of proposed legislation and current policies on migrant and seasonal workers.
* Represent MMHP in coalitions and working groups related to immigrants and farmworker rights.
* Work with other MMHP staff and consultants to update and implement MMHP’s advocacy work plan.
* Assist CEO in advocating for MMHP’s priority issues with local state and federal decision makers.
* Coordinate with MMHP’s Community Health Workers (CHW’s) to engage with patients in advocacy efforts.
* Provide general support for program operations including filing, photocopying, faxing, administrative-related errands, and assist staff with tasks as assigned.
* Perform special projects as assigned.

**Other Essential Requirements:**

* Computer systems including Microsoft Office software including at a minimum, comfort and expertise in Excel and Word.
* Ability to read, interpret and apply policies and procedures.
* Ability to communicate clearly and effectively.
* Accuracy and attention to detail
* Ability to work independently and set priorities.
* Ability to interact with staff, volunteers, and patients with respect and cultural humility.

**Equipment Usage Requirements:**

* Routine Office equipment including but not limited to computer, copier, phone and fax.

**Education and Experience:**

High School diploma required. Excellent interpersonal and communication skills are a must. Bilingual capacity in English/Spanish or English/Creole preferred but not required. Ability to take responsibility, set priorities, work independently, and meet program goals and timelines. Familiarity with medical billing and coding, health insurance enrollment, and/or basic medical records management preferred.

**General Work Environment and Physical Demands:**

* Optional remote work or in the home office in Augusta, ME
* Requires sitting and standing in a normal office environment.

**Cognitive and Emotional Demands:**

* Problem solving required.
* Occasional stress in meeting deadlines and handling competing priorities.

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Employee Signature Date

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Witness Date