



Example of Outreach Representative Job Description

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Our innovative and growing company is looking to fill the role of outreach representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for outreach representative

- Participate in community education and engagement activities throughout Virginia
- Develop network of community partners and maintain relationships with existing partners
- Communicate any challenges identified and report back to management for resolution
- Serve as a community resource
- Assess and evaluate member and/or provider engagement
- Deliver presentations to providers/members and stakeholders as needed
- Develop weekly/monthly scheduling of community outreach initiative
- Create and develop new ideas for community engagement
- Assist as needed with contact call to members
- Maintains consistent communications with providers, including the communication of policy changes and updates

Qualifications for outreach representative

- Maintains documentation of provider visits, provider communications (verbal and written), and any necessary follow-up activities and document into CRM
- Recruits providers for participation in Medi-Cal and other state healthcare programs
- Participates in local medical community organizations as public relations effort

- Bilingual (Spanish/English - verbal and written for both) for effective communication with patients, family members, and customers of all social and economic levels from a diverse cultural and ethnic population
- Must be a motivated, well-organized learn player