Company: Prevent Blindness Wisconsin

Job Title: Community Health Coordinator

Job Location: 731 N. Jackson Street, Suite 405, Milwaukee, WI 53202

Type of employment: Full-Time

Organization Overview: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults and families through early detection of eye conditions to prevent blindness and preserve sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision. Our vision is for each Wisconsin resident to have healthy vision at every stage of life.

Position Summary
The Community Health Coordinator is key to Prevent Blindness Wisconsin’s success and requires a highly organized, detail oriented, and motivated person. The Coordinator’s primary role is to assist with existing Children and Adult Vision Health Programs and client care navigation. The Coordinator will contribute directly to existing and new clientele through Prevent Blindness Wisconsin’s Vision Screening Programs by coordinating vision screenings, partnerships and case management and education.

In addition, the Coordinator will provide assistance with interpretation for Spanish-speaking clients enrolled in the Vision Care Voucher Program and those needing further specialty vision care. Additionally, the Coordinator will be responsible for assisting with administrative support including: administering voucher program, answering the telephone, assisting with follow-up of referred children and adult clients, data entry and tracking, and management of Prevent Blindness Wisconsin’s Success Story campaign.

Key Job Responsibilities

Work as member of the team to support the programs and operation of Prevent Blindness Wisconsin.

- Assist with delivering Children and Adult Vision Screening Trainings, in-person and virtually.
- Oversee and coordinate community volunteer vision screenings, including scheduling vision screenings, assisting with volunteer communications for screenings and attending vision screenings as needed.
- Coordinate pre-screening packets to childcare centers and private/public schools, volunteers and university partners before scheduled vision screenings.
- Enter vision screening data and follow-up results into Salesforce.
- Enter and track volunteer hours into Salesforce.
- Assist with updating PBW’s volunteer network in Salesforce.
- Coordinate and assist with pediatrician vision health education and outreach program.
• Interpretation with Spanish-speaking clients to assist with movement through the VSP Vision Care Voucher Program.
• Assistance with adult vision screening data entry and voucher applications into Salesforce.
• Assistance with PBW’s Southeastern Wisconsin Adult Program.
• Assistance with vision care navigation and case management for referred clients.
• Attend local adult vision screenings, as needed.
• Oversee PBW’s Success Story campaign.
• The CHC will report to the Director of Operations and Director of Community Health.

Essential Skills/Qualifications:
• Bilingual in Spanish (preferred).
• Excellent typing skills with a high degree of accuracy.
• Strong working knowledge of Excel, Word, letter merges, PowerPoint, Outlook, and the Internet.
• Previous non-profit experience a plus.
• Understand the importance of accuracy when entering and inputting client data.
• Bachelor’s degree in Public Health and/or Health Education, healthcare related field or Social Work (preferred).
• Ability to work with client information, records, and communications with accuracy and confidentiality.
• Ability to create and adhere to schedules and deadlines.
• Highly organized, able to prioritize and complete multiple tasks.
• Attention to detail.
• Trustworthy, reliable team player who can both work independently and support team programs.
• Ability to work a full-time schedule with some nights and weekends to support Fundraising Events and Community Outreach Events.
• Hold a valid Wisconsin’s Driver’s license—car insurance required.
• A background check and professional references are required.

Position is based in Milwaukee Office, approximately 37.5 hours per week Monday-Friday 8:00am – 4:30pm.

Compensation: Starting salary commensurate with experience. Prevent Blindness Wisconsin offers a generous benefits package including: health/dental/vision benefits, paid vacation and sick time, paid holiday, retirement plan and parking.

To Apply: Submit a resume and letter of interest via email with the Subject “Community Health Coordinator” to Breanna Reckamp at breanna@pbwi.org.