

## FULTON COUNTY MEDICAL CENTER

### POSITION DESCRIPTION

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POSITION TITLE: BREAST HEALTH ADVOCATE

REPORTS TO: Community Benefits and Wellness Director

DATE: June 22, 2016; Revised 11/1/16

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#### I. POSITION SUMMARY:

The Breast Health Advocate is a part-time position tasked with performing outreach to the community on behalf of the Fulton County Medical Center. The Breast Health Advocate will educate the women and men of Fulton County and the surrounding service area on the importance of regular clinical screenings. Outreach will be conducted by the Breast Health Advocate through health fairs, community group meetings, provider visits and one-on-one patient interactions.

#### II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATE/REGISTRATION:

**Required:** High School Graduate. The incumbent must be comfortable speaking to groups of people, providing breast health education to physicians & patients, planning & coordinating events and educational sessions and coordinating & reporting information needed to meet grant requirements. The incumbent must be a quick learner, be outgoing, friendly, flexible and enthusiastic. Organizational skills are required when handling multiple requests from providers, groups, events and functions. A valid driver's license. Computer skills are a must using word processing, spreadsheet and documentation software systems. Math skills necessary to collect and report data for grant. **Preferred:** A Radiologic Technologist licensed by ARRT or eligible to sit for registry; an LPN licensed in the Commonwealth of Pennsylvania or other clinical profession with proper licensure/certification. Candidates with an Associate's degree in a related field and/or at least one year experience educating in the field of Radiology, Mammography and/or Breast Health will also be considered.

#### III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services the Community Benefits and Wellness Department provides.

#### IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)

1. The ability to lift, carry, stand, push, or pull up to 10 pounds or more.
2. Reach with hands and arms, talk or hear, sit, taste or smell.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
4. Ability to respond to common inquiries or complaints from customers.
5. Travel offsite and set-up informational booths at various venues throughout the FCMC service area including schools, civic centers, churches, fairs, etc.

**V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)**

1. Demonstrates ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Demonstrates ability to handle pressure of meeting deadlines, to manage constantly changing situations, and create a positive work environment.
3. Demonstrates ability to interact with a variety of people, to manage stressful situations, and handle conflict.
4. Demonstrates ability to communicate verbally and in writing in a professional manner.
5. Presents breast health educational information to groups of people.
6. Help with scheduling of patients that have missed or are past due for screening mammography
7. Assists with patient preparation for tests and explains prep steps to patients.

**VI. WORKING CONDITIONS:**

1. Ability to adapt and communicate to all levels of the community on and off site

**VII. EQUIPMENT USED:**

1. Telephone
2. Copy Machine
3. Calculator
4. Facsimile machine
5. Computer/tablet
6. LCD Projector

**VIII. ESSENTIAL FUNCTIONS OF BREAST HEALTH ADVOCATE**

1. A major emphasis of this position is education and community outreach.
2. Staffs an informational booth at all FCMC Health Fairs with materials and guidance on breast health
3. Schedules two meetings a month (on average) with civic organizations, churches and senior centers.
4. Performs community outreach scheduling occasional night and weekend functions. Coordinates support groups, organizes transportation for patients for treatment, networks with survivors and other resources.
5. Educates local primary care physicians on proper breast health and provide educational material for patients.
6. Establishes at least additional Breast Health event to include, but not limited to, Mother's Day "Spa Day" and outreach at local sports games throughout the year providing educational materials and guidance
7. Staffs additional events in October to include Pink Out Games, Paint Nights and Ladies Night Out
8. Collects, maintains and analyzes data to assist with program development and reporting, both internally and externally, of grant requirements. Collects, organizes and documents work performed to accomplish grant goals.
9. Identifies women in the community who would benefit from breast health screenings. Also, begins them on the continuum of breast health care from breast health awareness through clinical breast exam, mammography and directs them to facilities for follow up treatment if needed and survivor services.