

## CARE TB Data Coordinator Job Description

**Position:** CARE TB Data Coordinator

**Rate/Time:** \$20/h, up to 7 hours a month

**Employer:** Champions for Health (CFH)

**Reports to:** Community Wellness & Partnership Manager/ TB CARES Executive Team

Champions for Health is a nonprofit organization (Tax ID #95—2568714) dedicated to help those without or with limited access to healthcare. We provide unparalleled opportunities for professional growth and development, and will prepare the consultant to be an ambassador in their profession. This individual will have frequent contact with public health experts, civic-minded health professionals, and health organizations.

### Position Overview:

The Contracted CARE TB Data Coordinator will support Champions for Health's Collaboration for Action to achieve Results toward the Elimination of TB (CARE TB) program, an initiative to address disparities in latent TB infection (LTBI/TB) in San Diego County Asian-Pacific Islander (API) communities. The CARE TB Data Coordinator will create LTBI/TB needs assessments for both community members and health care providers, oversee scheduled focus groups, and report recommendations from analyzed data. Our ideal candidate must be knowledgeable on our two target populations, the Filipino and Vietnamese communities

### Duties and Responsibilities:

Under supervision, the CARE TB Data Coordinator will:

- Create a community/ provider needs assessment
- Coordinate translation of materials into Tagalog and Vietnamese
- Attend CARE TB Advisory Group meetings and present findings
- Manage survey administration, create reports, and analyze data
- Create recommendations from reports
- Be available for 30-minute weekly check in meeting with Community Wellness Manager or CARE TB Executive Team
- Staff focus groups and transcribe results
- Complete a literature review
- Other duties as assigned

**Qualifications:**

- Excellent writing, editing and oral communication skills.
- MPH/MHA or currently in a MPH/MHA program preferred
- Great attention to detail
- **Fluent in Vietnamese or Tagalog is required**
- Time commitment: at least 7 hours a month, able to work remotely.
- Strong understanding of API communities
- Strong calling to support the underserved through health and medicine.

If interested please email resume/ CV to [Andrew.Gonzalez@championsfh.org](mailto:Andrew.Gonzalez@championsfh.org) to be considered for an interview.

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Community Wellness & Partnership Manager