

**Agency Description:** *Describe your agency*

**Position Description:** Community Health Worker. This position ...*describe your position...*

### **Job Duties**

- Refer clients to community resources for a variety of needs, including assistance with COVID-19, mental health, housing, utilities, food, smoking cessation, and other services. Identify community resources for client needs when necessary
- Attend outreach events to inform public about services
- In coordination with clients' healthcare providers, develop an individualized care management plan for each client
- Schedule appointments, administer enrollment and exit questionnaires, and complete home environmental assessments
- Provide equipment and supplies to each client or the client's family to improve disease self-management; assist with monitoring and documenting the distribution of supplies
- Communicate about clients' progress with referring entities and teammates through meetings, email, data entry into tracking spreadsheets  
Teach key health education messages regarding **XXX**
- Develop and promote and/or market education materials and information that are accurate, culturally appropriate, and educationally sound
- Collaborate with other CHWs to develop and conduct training

### **Experience, Qualifications, Knowledge, Skills**

#### **QUALIFICATIONS**

- Deep understanding of racial equity and social justice and experience working with multicultural communities
- Willingness and ability to educate clients and community members on **XXX**
- Excellent interpersonal skills, including the ability to work with highly diverse teams, and community members of differing cultural and socio-economic backgrounds
- Ability to communicate effectively verbally and in writing
- Demonstrated organizational skills, with attention to detail and accuracy
- Demonstrated ability to work independently without supervision and as part of a team
- **XXX** Driver's License or the ability to travel throughout **XXX** to areas with limited or no public transportation in a timely manner

**DESIRED QUALIFICATIONS:**

- Experience as a community health worker, case manager, patient navigator, or in similar direct service role.
- Familiarity with **XXX** communities and resources.
- Fluency in Spanish/other language needed or desired (NOTE: This may be a requirement, depending on role and position; may also need to be biliterate)
- Computer skills, including proficiency in MS Office Suite (Outlook, Word, Excel, etc.). Ability to learn other software programs as needed.
- Demonstrated ability to maintain the privacy and security of sensitive and confidential information in all formats, including verbal, written and electronic.
- NOTE: You may want to add experience using an Electronic Health Record or experience with medical or health documentation. Lacking this should NOT be a barrier for applicant.
- Ability to adhere to policies and procedures related to local, state, and federal privacy requirements.

**To Apply**

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process, or if you have questions, please contact the recruiter listed on this job announcement.

**REQUIRED MATERIALS:** *Your agency* Online Application. You can attach your resume to your electronic application. Your options are: (1) Copy and paste one or more documents into the text resume section of the application. (2) Attach multiple documents/files in the resume attachment section. **Please Note:** Your application will be rejected as incomplete if you only include the requested and relevant information on your resume, and not in the on-line application. *Applications that state "see my resume" or "see my personnel file" are considered incomplete and will not be accepted.* Resumes and cover letters are not accepted in lieu of a completed job application.

**SUPPLEMENTAL INFORMATION:** This selection process may include but is not limited to evaluation of application materials and supplemental questions, testing and interviewing. Successful candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.

Regular and reliable attendance, effective communication skills, and development of effective working relationships are requirements of all ***your agency*** positions. Staff may be required to play a role as a first responder in the event of a Public Health emergency.

**Work schedule:** The position will have a 40-hour per week schedule and will spend a percentage of those hours in the community setting. Some occasional evening and weekend work may be required. These positions are subject to the Fair Labor Standards Act and are overtime eligible.