

JOB TITLE: Community Health Worker**GENERAL FUNCTION:**

Provide outreach, social support, care transition and community service linkages for patients/clients and their families.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Establish relationships with patients and provide general support and encouragement.
- Conduct intake interviews with patients.
- Assess patients for behavioral health needs
- Actively participate as a member of the clinical team to ensure patients' needs, access to resources and support are included in the patient record and health action plan.
- Work with patients to develop personal health action plans that are achievable.
- Assist patients in addressing challenges to care as transportation, language, family/social support.
- Make follow-up phone calls and home visits or visits to other appropriate settings (community based-organizations) to explain and enroll individuals in appropriate services such as health insurance. Educate individuals on how to use their insurance.
- Schedule appointments and perform reminders for patients. Ensure appropriate resources are available for attending appointments.
- Follow-up with clients by letter, phone call, or home visit on missed appointments or referral.
- Educate patients on self-care, healthful living, setting and achieving goals.
- Provide individual and group training on whole health concepts (mind, body, spirit).
- Refer patients to community-based resources to adhere to provider recommendations.
- Document client needs, action plan, and follow up intentions in electronic medical record.
- Alert clinical team on patient needs, concerns, and interests. Ensure continuity of care.
- Adhere to confidentiality rules and regulations.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

Knowledge and Abilities:

- Self-motivated
- Written and oral fluency in English
- Written and oral fluency in other languages spoken in the assigned geographic region (particularly Spanish).
- Basic computer skills.
- Experience working with community groups

- Experience performing interviewing and confidential data collection techniques, and record keeping.
- Experience in collecting information from clients, completing standard forms and preparing required reports.
- Ability and willingness to provide patient support, encouragement and motivation to clients to fully participate in service programs.
- Ability and willingness to recognize clients with severe problems and refer them to the appropriate professionals and resources.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. Six (6) months experience working in a Community Health Worker (CHW) role or in another position with the provision of social services, supportive services, personal care, or related duties. Past participation in CHW trainings preferred but not required.

Please email a cover letter and resume to: