

Job Description

Job Title: *Community Health Worker (CHW)*

FLSA Status: Non-exempt

Division: Healthy Start

Reports to: Manager of Healthy Start

Prepared by: Executive Director

Date: 07/18/2014 revised in 2020

Approved by: Executive Director

Hourly rate range based on experience: \$16-\$18/hr

Summary:

Provides home visiting, outreach to parents of prenatal to age two children, promoting their involvement and providing information and/or direction; assisting parents in goal setting and educational development of their prenatal to 18 months; developing and refining program materials. Coordinates and leads MCHC's Maternal and Child Health Consortium Collective Impact Initiative. Base office in Coatesville.

Essential Duties and Responsibilities:

- Identifies pregnant women and families through outreach in the community (placement of brochures, health fairs, conducting presentations and referrals from agencies) for the purpose of increasing program enrollment and providing effective parenting strategies to parents.
- Facilitates home visits to parents of prenatal to 18 months of age to provide emotional support, health information and referrals to health care and social services, including assisting parents in understanding child academic needs.
- Provides support to parents for the purpose of evaluating situations, solving problems, resolving conflicts, and enhancing probability of children's success in school.
- Maintains a caseload of 20 active participants.
- Models positive parenting strategies for the purpose of assisting parents in more effectively raising their children and providing a safe and effective learning environment.
- Facilitates parent workshops and meetings for the purpose of decreasing parental isolation and developing parent involvement with their child's academic activities and needs.
- Facilitates support groups on a monthly basis across sites.
- Encourages women to attend pre-natal and parenting classes, support groups, and other educational events.
- Provides support to women and children experiencing challenges such as depression and domestic violence.
- Assists families in applying for and maintaining health insurance coverage.
- Prepares a variety of documents, reports and written materials (Screenings, prenatal assessment, child progress, contacts with parents, outside professionals) for the purpose of identifying client's needs, refer them to outside agencies and communicating information to parents, providing written support, and developing recommendations.
- Prepares weekly and monthly reports on program goals, services, activities, and outcomes as directed by Program Manager.
- Maintains complete and accurate records related to the delivery of program services, using a variety of manual and electronic data gathering tools.
- Work with Manager to develop annual program objectives for African American Women; monitor progress on meeting objectives; and develop recommendations for improving program and staff performance.
- Prepare reports on program activities, utilization, and quality assurance; and for special projects listed above.
- Establishes and maintains effective linkages between MCHC, health and human service providers and community organizations.
- Protects the confidentiality of all information regarding lists and records (computerized and manual) of current and past program clients, assessments, appointment schedules, and community resources.

Additional Duties and Responsibilities:

- Provides additional staff support to other Healthy Start areas, as needed.
- Attends team events and organizational-wide staff meetings.
- Participates in organizational-wide training programs.

Supervisory Responsibilities:

- None

Qualification Requirements:

- Proven ability to build, and/or history of, strong involvement in local community organizations.
- Perform tasks, including speaks persuasively to implement desired actions; and solve practical problems.
- Work with a variety of data using standardized methods and job-related equipment including ability to enter and track client's data.
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Independent problem solving is required to analyze issues and create action plans.
- Satisfactory perform the functions of the job including: pregnancy and infant development stages; parenting methods; community resources; age appropriate activities; concepts of grammar and punctuation; business telephone etiquette; and safety practices and procedures.
- Ability to utilize pertinent software applications; applying assessment instruments; operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.
- Must be detail oriented and possess strong organizational skills; communicating with persons with varied cultural and educational backgrounds; establishing and maintaining constructive relationships; maintaining confidentiality; adapting to changing work priorities; working as part of a team; and setting priorities.
- Excellent written and verbal communication and interpersonal skills.
- Willingness to accept supervision and make personal performance improvements as appropriate.
- Capability to work flexible hours (minimum of one weekend day per month).

Clearances:

- No criminal or child abuse history as determined by a criminal background check and child abuse screening.

Education and/or Experience:

- Master's degree in nursing, public health or relevant human services field from an accredited college or university. A minimum of 4 years of experience. Will consider Bachelor's degree with 5 years of experience. Bilingual (Spanish/English) skills a plus.

Continuing Education Training:

- Yearly PAT Recertification Training (Year 1-20 hours of professional development; Year 2-15 hours of professional development; Year 3 and beyond-10 hours of professional development.

Certificates, Licenses, Registrations, and Related Requirements:

- Must have and maintain: a valid driver's license; automobile insurance with liability coverage of \$100,000-\$300,000; and daily access to an automobile and a cell phone.

Physical Demands/Work Conditions:

- This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, walk distances, and lift or carry up to 10 pounds. The individual who holds this position will regularly work in a home environment that is noisy and active. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions such as heat, cold, dust, fumes, noise, and wetness on a daily basis.

This job description does not necessarily list all the duties of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is not a contract for employment, and either you or the company may terminate your employment at any time, for any reason.