



## **JOB ANNOUNCEMENT**

### **Community Healthcare Worker I/II Salary Range: \$19-\$22 per hour**

To provide services that increase health knowledge, self-sufficiency and support self-management of diseases and health conditions to assigned clients/families through a range of activities such as outreach, health education, connecting individuals with resources, informal counseling, social/peer support and advocacy.

To support providers, health educators and case management teams through an integrated approach to care management and community outreach.

A year of community outreach experience is necessary if advancement is to be considered. Advancement to a CHW II position is not automatic and is based on position availability, funding, minimum requirements met, and interview outcomes.

#### **Essential Responsibilities & Duties**

- Responsible for establishing trusting relationships with community members, clients and their families from diverse populations while providing general support and encouragement.
- Accurately complete documentation for testing, insurance verification, and qualify individuals for CARE Act benefits.
- Administer high volume of COVID, HIV & STI testing for clients in clinic and community events.
- Collect and process blood (finger-stick and venipuncture) and STI specimens and prepare specimens for laboratory processing.
- Conducts interviews and communicates effectively with clients using basic motivational interviewing and goal setting via phone calls, home visits and visits to other settings where clients can be found.
- Demonstrate sensitivity and understanding of diverse socioeconomic, cultural, ethnic and health issues.
- With case manager/provider/health educator oversight, provides services such as case management, care coordination and system navigation of medical care and/or community

resources through informal counseling/education, social/peer support, and the tracking of client progress/well-being.

- Responsible for client interactions and education involving health issues such as HIV/AIDS, substance abuse, chronic disease, behavioral health, child-rearing, parenting or other health concerns.
- Conducts health promotion and prevention education that is sensitive to the cultural and linguistic needs of participants and/or community.
- Prepares and maintains appropriate paperwork and records. Complete documentation and data entry needed for medical records and grant funding.
- Acts as client and community advocate; advises clients on available and appropriate medical and social services; advocates for the needs and perspectives of the communities.
- May provide program outreach such as home visiting activities, participate in individual and community assessments, community outreach and health screening events, distribution of flyers and brochures, and deliver presentation at local agencies and community events.

## **QUALIFICATIONS**

- Principles and procedures of medical record keeping/documentation correct business English, including spelling, grammar, and punctuation.
- Pertinent Federal, State, and local laws, codes, and regulations applicable to the program assigned.
- Community resources appropriate to the health/social needs of clients and their families.
- Current information pertaining to the symptoms, control, treatment, and effects of chronic disease and/or conditions (HIV/AIDS, substance abuse, mental illness, etc.) on clients and their families applicable to the assigned program.
- Collaborative case planning with the care team.
- Computer applications related to the assigned position such as Microsoft Word/Outlook and an Electronic Health Record.

### **Ability to:**

- Utilize the most appropriate community resources to provide effective client services.
- Work with diverse populations in a health or human services program.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate a computer and software applicable to the position.
- Use initiative and independent judgment within established procedural guidelines; organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships.
- Communicate well orally, in writing and over the telephone. with a variety of individuals from diverse backgrounds.

## **COMMUNITY HEALTH WORKER II**

A complete understanding of the surveillance systems is necessary if advancement is to be considered. Advancement to a Community Health Worker II position is not automatic and is

based on position availability; funding, minimum requirements met, and interview outcomes.

### **Training**

- Equivalent to graduation from high school
- COVID Testing training and documentation collection
- Rapid HIV Testing

### **Experience**

- Minimum of one year of experience in community out-reach work
- Prior experience in medical record keeping desirable.

### **License/Certification**

- Possession of or ability to obtain and maintain a valid Nevada Driver's License as a condition of employment.
- Completion of Community Health Worker Certificate Program

### **Supervision Received & Exercised**

Supervision provided by the Supervisor responsible for the program

### **Working Conditions**

- May be required to be bilingual in Spanish/English
- May be required to visit individual client residences
- May work with individuals having infectious or communicable disease
- May work with small amounts of cash
- May be required to travel to different locations using own personal vehicle
- Work hours may occasionally include weekends and evenings

**To send resume please email: [contact\\_us@hrcl.org](mailto:contact_us@hrcl.org)**

**ATTN: CHW Posting**