



Churchill Community Coalition

Job Description: Community Health Worker (CHW) Program Assistant

Compensation: Starting at \$17.50 per/ hour)

This is a full time (40 hrs. /week) position

Under the direction of the Deputy Director, the CHW Program Assistant provides program services to community members, and aids the Deputy Director in the overseeing, and organization of the program, and all program reporting.

Required:

High school diploma, or certification of equivalence, strong work ethics and self-motivated, knowledge of MS office products, good organizational, communication and documentation skills, Candidates are not required to hold medical based knowledge. CHW course completion certification is required within 3 months of hire.

Preferred:

- Associate's degree
- Knowledge of HIPAA, personal rights and client confidentiality.
- Culturally competent
- Bilingual
- Have a desire to help their community
- Able to communicate well and build rapport with other community members
- Out-going personality
- Empathy: responsive to the needs of others
- Ability to travel
- Flexible work schedule, schedule will vary each week depending on community events, program needs and trainings.
- Ability to work occasional weekends and evenings at community events.
- CIT; ASIST, or similar; Mental Health First Aid/ Youth Mental Health First Aid

CHW Roles and Responsibilities:

Perform client needs assessment, connect clients with local services, provide group and/or individual education, perform outreach, make referrals to local resources, Health and Mental Health Centers and other organizations, and follow up with those referred, perform data collection, and program reporting, perform and report community assessments, aid Deputy Director in monitoring program needs, program oversight, and organization, maintaining current local resources list, and other tasks assigned. **CHWs are responsible for documenting their work and protecting confidentiality.**

This position requires several forms of training, and candidates must be able to attend potential weekend trainings, with potential travel.

Compensation: Start @ \$17.50/hr., 40 hrs. /week, monthly insurance stipend, accrued vacation and sick leave, paid federal and state holidays.

This position is grant-funded, and therefore may not continue past the life of the grant.

Churchill Community Coalition is an Equal Employment Opportunity employer, and a drug-free, marijuana, alcohol & tobacco free workplace. Applicant must pass a background check and pass a drug test.

Final Filing Date: Open until Filled

Send resume to: assistant@churchilcoalition.com