



Community Health Worker Specialist Job Announcement

SUMMARY:

Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a person with strong attention to detail? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 9,000 Latina women and children annually in Oregon. Adelante Mujeres means "women rise up," and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon, and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:

The Community Health Worker Specialist is responsible for developing and co-leading a Community Health Worker Learning Collaborative (CHWLC) in partnership with Washington County and Familias en Accion for a two-year grant project to develop a Community Health Worker (CHW) community of practice focused on health literacy materials specific to COVID-19. The Specialist will be a member of the Health Equity team. The ideal candidate will be inspired by and fully committed to Adelante Mujeres' vision and mission.

- Co-lead all aspects of the Community Health Worker Learning Collaborative (CHWLC) in partnership with Familias en Accion and Washington County government agency.
- Organize a steering committee to develop the CHWLC structure and content.
- Facilitate CHWLC meetings, including creating presentations, handouts, agendas, and activities.
- Develop, recruit, and maintain a roster of participating Community Health Workers and Community Based Organizations for participation in the CHWLC program.
- Solicit feedback from CHWLC participants and stakeholders regarding how to improve patient relations with healthcare providers.
- Facilitate and supervise Adelante Mujeres' CHW/Promotores de Salud cohort.
- Develop and update program structure, policies, and expectations for successful cohort participation.
- Convene regular meetings with CHWs who provide COVID-19 outreach and navigation to the Latinx community in Washington Co.
- Assist the Health Equity Manager in strategic program planning and vision, establishing benchmarks to measure outcomes.
- Coordinate all aspects of grant deliverables with Washington County Representatives.
- Work with the Adelante Mujeres' Finance Department to ensure grant compliance, CHW contracts, and payments.
- Assist with supervision of interns and volunteers when applicable.
- Develop and maintain competency in Adelante's mission, work, and needs through regular exposure to Adelante's activities, clients, and staff.
- Other duties as assigned by supervisor.

QUALIFICATIONS:

We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

- A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities

- Must be fully bilingual in English and Spanish- strong written and oral skills; culturally proficient
- OHA Traditional Health Worker/Community Health Worker certified, undergraduate degree, OR comparable experience in nutrition, health, or related field
- Three years of experience as a Community Health Worker in a healthcare setting or direct client work.
- Two years of experience in supervising employees and volunteers
- Two years of experience teaching and facilitating courses and workshops for adult learners.
- Excellent organizational skills and attention to details
- Strong knowledge of Microsoft Office Suite, including Word, Excel, and PowerPoint
- Knowledge of online technology platforms such as MS TEAMS, MS SharePoint, Zoom, Facebook, Canva, and Google Hangouts
- Ability to manage multiple projects and deadlines
- Diplomatic communicator, team player, critical thinker, problem solver
- Passionate about health equity, education, social justice, diversity, and women's empowerment
- Demonstrated experience working with and motivating Latinx families

The ideal candidate will also:

- COVID-19 vaccine required except for religious or medical accommodation
- Complete and pass a Criminal Background Check
- Possess current driver's license and auto insurance coverage
- Ability to work evening and weekend hours; ability to travel to off-site venues for meetings, events, and professional development is required

SALARY & BENEFITS:

- Salary range: \$40,000-\$45,000 depending on qualifications
- *This is a grant-funded full-time position with an anticipated end date of September 31, 2023. Although the grant is expected to end on that date, additional funding may be obtained to extend the position.*
- Full-Time Exempt position
- Competitive compensation package including health, vision, dental, short-term and long-term disability, 401K pension plan, life insurance, professional development opportunities, paid holidays (11.5 days annually), paid leave of absence, sick days (up to 12 days annually), and vacation per year (20 days years one through five, 25 days after five years)
- Telework: up to 3 days a week
- Opportunity for broad and impactful work with a visionary, growing organization

TO APPLY

Please submit the following material electronically (PDF preferred) to enterprisejobs@adelantemujeres.org. (no phone calls, please)

- A one-page cover letter clearly outlining your qualifications, experience, and interest in the position and Adelante Mujeres
- A resume detailing relevant experience, qualifications, work history, education, and accomplishments
- Three professional references may be requested later in the hiring process

Closing date: Open until filled **Anticipated start date:** Open until filled

-----**EQUAL OPPORTUNITY EMPLOYER**-----

Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.