Community Health Worker

The Community Health Worker provides quality bilingual, bicultural health education and screenings, advocacy, referrals and assistance to individuals and families served by SMHC. The CHW works collaboratively in the clinic settings to provide resources and support for patients, families and staff, including interpretive services as needed. Following clinic visits, the RN and CHW partner to provide essential patient care coordination such as documentation, referral appointments, data entry, etc. Outreach activities related to health promotion are functions of this position as well, with times and days varying according to outreach schedules.

Job Duties:

- Provide health information through one on one educational interventions as well as group presentations at community sites
- Under the supervision of an RN, perform blood pressure and diabetes screenings as required at clinic sites
- Assist patients with the enrollment for potential health insurance or pharmacy discount programs
- Provide necessary advice to support patient decision-making regarding choice of a medical home
- Assist with the referral process for specialty care or community resources that may be available to promote optimal health
- Document pertinent patient data in the medical record
- Enter pertinent data in the SMHC data base for record keeping and statistical purposes
- Attend health fairs and/or community events representing SMHC, providing services as requested within the scope of the CHW role; events may require occasional evening or week-end hours.
- Submit progress reports to Nursing Supervisor regarding clinic sessions, patient issues or concerns or general clinic operations
- Knowledge and understanding of varied cultural and ethnic norms and values, particularly the Latino / Hispanic community.
- Fluent in Spanish/English, oral and written.
- Participate in staff meetings, staff development sessions
- Support activities of the Mexican and Ecuadorean Consulates, assisting with activities as necessary
- Other responsibilities as assigned.

Minimum Qualifications:

Education: Minimum of high school diploma and/or health care work experience. Prefer completion of Community Health Worker training and certification.

Experience: Previous work experience in health care setting such as clinic or hospital; fluency in written and oral Spanish language skills

Required: Valid MN driver’s license and vehicle to drive to/from clinics and transport clinic supplies as needed. Fluent in Spanish/English, oral and written. Solid knowledge and understanding of Latino/Hispanic culture. Ability to work occasional evening and weekend hours.

Technology / Equipment: Basic use of general office equipment including phones, copiers, fax machines; proficiency in computer use and Microsoft Office applications

Monday – Friday 8:30 – 5:00.

Occasional weekend and evening hours for special clinic events.

Pay is $21.00 per hour. Medical, Dental, FSA/HSA, Life, LTD, PTO and Sick Time, and Free Parking.

If interested please submit resume to apply@csjstpaul.org