



## Job Description Bilingual Community Health Worker I

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**EXEMPT:** No **SALARY LEVEL:** \$15.00  
Some weekends and evenings required  
**DEPARTMENT:** Health and Wellness **LOCATION:** Main Office/community sites  
**REPORTS TO:** Assistant Director of Programs **HOURS:** Part Time (12 hours per week with possible additional hours based on available funding)  
**DATE:** 9/15/2017 **APPROVED BY:** HR Manager

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**BACKGROUND:** Community Action Partnership of Sonoma County is a non-profit agency whose mission is to partner with low-income families and individuals to help them achieve economic and social stability, to build community, and to advocate for social and economic justice. It has been operating for over 40 years, and is a stable employer.

Community Action Partnership operates several community health programs including: the School Health program at several elementary, middle and high schools in the Santa Rosa area; clinical consultations and support services for Head Start, Early Head Start and School Readiness Programs; Oral Health programs, Certified Enrollment Counselors and the Healthy Communities community wide outreach and promotion programs. All of these programs work together to reduce the prevalence of health disparities among low-income children and families living in impoverished communities. They play an integral role in promoting optimal health and healthy behaviors to support children's capacity for learning and later success in school.

**SUMMARY:** Community health workers provide outreach, education, referrals and follow up, case management, advocacy to families with children who are at highest risk for poor health outcomes. The purpose of this position is to assist parents and caregivers in taking control of their child's own health determinants by engaging them in preventive health care practices and provide them with the tools necessary to reduce common chronic childhood diseases. The CHW position creates a bridge between providers of health, social and community services and the underserved and hard-to-reach populations within the community. The position will be based primarily at the 141 Stony Circle office with frequent field work at one or more sites with light travel required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

1. Works closely with Physicians, Dentists, Public Health Nurses, School Nurses and other healthcare providers.
2. Under supervision, assists in providing state mandated health screenings in the schools as well as public health screenings.
3. Assists in providing clinical services in the CAPSC Dental Programs.
4. Maintains accurate documentation, case notes and recording of information on relevant forms.
5. Conducts targeted outreach efforts in the schools and community to families with at risk children.
6. Provides basic health education to families on a range of topics.
7. Provides education and referral assistance in obtaining affordable health insurance coverage for children, connecting to a primary care provider and obtaining urgent care and

follow up services as needed.

8. Helps families address and overcome access and cultural barriers to health care.
9. Assists with simple administrative duties, ie, copying, collating forms, filing, supply inventory and ordering supplies.
10. Collect and accurately enter data and statistics into a computer program.
11. Utilizes basic computer applications.
12. Participates in special projects including community education, panels and presentations, health fairs and events.

**QUALIFICATIONS REQUIREMENTS:**

- Bilingual language oral and written skills required (English and Spanish)
- CPR and First Aid training/certificate
- Current TB test
- Live in or have familiarity with the target community and share an awareness and understanding of low-income and diversity issues.
- Understanding of basic healthcare principals with the ability to provide focused health education and referrals for a wide range of services.
- Basic computer proficiency in Word, Excel and Outlook.
- Proficiency in basic mathematics and analytical comprehension.
- Possession of a valid California Driver's License, a good driving record, and the use of a properly insured vehicle per the requirements of the State of California.
- Demonstrated ability to maintain confidentiality in compliance with HIPPA training.
- Excellent organizational skills with attention to detail, accuracy and ability to meet deadlines.
- Experience in health services, community-based, non-profit program development, or other related field preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to work at a desk for extended periods of time. Must be able to lift and move paperwork and files, up to 35 pounds. While performing the duties of this job, the employee is regularly required to use hands to handle objects; reach with hands and arms; stoop, kneel, and crouch; talk and hear.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position is expected to work in a variety of settings including schools, homes and community. Some of the settings may have uneven surfaces and limited wheelchair accessibility. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Noise level in the work environment is usually moderate but can be loud at times.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_