



## Job Description

### JOB TITLE: Bilingual Dental Program Assistant / Community Health Worker I

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**EXEMPT:** No

**DEPARTMENT:** Health and Wellness

**REPORTS TO:** Assistant Director of Programs

**APPROVED BY:** HR Manager

**SALARY LEVEL:** \$16-18/hr (includes bi-lingual pay)

Some weekends and evenings required

**LOCATION:** Main Office/community sites

**HOURS:** Part Time 18 hrs. /week

**DATE:** 10/11/2018

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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:** Position will provide outreach, education, referrals and follow up, case management, advocacy to families with children in our dental programs 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 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.

- Works closely with Physicians, Dentists, Public Health Nurses, School Nurses and other healthcare providers.
- Assists in providing clinical services in the CAPSC Dental Programs.
- Maintains accurate documentation, case notes and recording of information on relevant forms.
- Conducts targeted outreach efforts in the schools and community to families with at risk children.
- Provides basic health education to families on a range of topics.
- 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.
- Helps families address and overcome access and cultural barriers to health care.

- Assists with simple administrative duties, ie, copying, collating forms, filing, supply inventory and ordering supplies.
- Collect and accurately enter data and statistics into a computer program.
- Utilizes basic computer applications.
- Assists Program Coordinator with reporting requirements.
- Participates in special projects including community education, panels and presentations, health fairs and events.
- Other relevant duties as assigned.

**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.

**WORK ENVIRONMENT:**

The work environment is in an office setting. The noise level in the work environment is usually moderate. At times, the work setting will be in school classroom setting, health fairs and other public areas. The noise level in the work environment is usually moderate

**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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit at a desk and frequently use a computer. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may spend extended lengths of time standing while using such office machines as a copier or duplicating machine and / or while filing. The employee spends approximately 80% of the time writing, keyboarding and assisting with other clerical duties.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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: \_\_\_\_\_