

Vacancy Announcement – Community Health Worker

Under the supervision of the Health Promotion & Education Supervisor, works in collaboration with program specific coordinators and community partners to assist clients in addressing social factors that may be negatively affecting health status (social determinants of health). CHW's should be culturally and geographically connected with the ability to link clients to community resources. Provides support in navigating complex social service and health care systems; helps remove barriers to health, social services, education, and employment; administers assessments and provides information per program guidelines.

Employment Qualifications:

- **Education:** High school diploma or GED supplemented by knowledge normally acquired from specialized trainings such as that acquired in approximately one year of college, technical, vocational, trade, or business school.

Experience & Required Skills:

- One to three years of experience working with children/young families, interpersonal communication skills, skills in customer service and public health
- The Community Health Agency, at its discretion, may consider an alternative combination of formal education and work experience.
- Community Health Worker (CHW) Certification, or ability to obtain certification within six (6) months of hire.
- Knowledge of general office and clinical procedures, maintaining files and records and basic math skills.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, changes in work priorities, and in emergency situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with others.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Community Health Agency, applicable medical equipment, and the ability to learn new software programs applicable to the position.

Special Requirement: Must have Reliable transportation with valid driver's license and certificate of insurance to travel to other locations as needed for work, training, meetings and conferences.

Salary and Fringe Benefits:

This is a part-time position in St Joseph County, 22.5 hours (Wednesday, Thursday and Friday) per week with a starting wage of \$17.83 per hour.

Application Process:

Qualified applicants should submit their resumes with cover letter to:

Kayse O'Donnell
Human Resource Support Specialist
Branch-Hillsdale-St. Joseph Community Health Agency
570 Marshall Rd.
Coldwater, MI 49036
odonnellk@bhsj.org

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.