



JOB DESCRIPTION

JOB TITLE:	Community Health Worker I		
DEPARTMENT:	Operations/Patient Assistance/Patient Services		
REPORTS TO:	Patient Assistance Program Manager		
FLSA:	Non-Exempt	PAY GRADE:	TBD
EEO:	Admin Support Workers	REVISION DATE:	12/2024

JOB SUMMARY:

The Community Health Worker I (CHW) plays a vital role in providing basic health care services, advocating for community health needs, and supporting individuals in navigating the healthcare system. This role involves close interaction with individuals and community groups to assess needs, deliver health education, monitor progress, and connect clients with resources. The CHW will also support clients with home visits, transportation to appointments, and providing culturally appropriate guidance and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Health Services and Client Support

- Assist with basic health services, including health screenings, monitoring client conditions, and supporting clients in managing their health.
- Learn and apply medical terminology to communicate effectively with patients and healthcare professionals, ensuring accurate understanding and care coordination.
- Provide home visits to offer health-related support, information, and advocacy for individual and community needs.
- Coordinate transportation for clients to medical appointments or social service programs when necessary.
- Guide clients in accessing healthcare, social services, housing programs, and other essential resources.

Health Education and Counseling

- Provide health education materials, lead classes, or host community events to promote wellness and disease prevention.
- Advise clients on health-related topics, teach life skills, and counsel families to support long-term health and wellbeing.
- Monitor the nutrition and wellness of vulnerable groups, such as children and the elderly, to ensure alignment with health goals.

Client Monitoring and Community Assessment

- Monitor and evaluate clients' treatment progress, discussing health plans and goals to foster improvement.
- Collect and report data on community health needs, identifying areas for intervention and improvement.

Program Development and Community Collaboration

- Plan and coordinate community health programs and initiatives that address local priorities.
- Build relationships with community-based organizations and stakeholders to enhance outreach and program activities.

Cultural and Legal Support

- Interpret cultural or religious practices to ensure health services are contextually appropriate.
- Provide guidance on health-related legal actions or access to services when applicable.

Record Keeping and Referrals

- Maintain accurate client records, documenting interactions, health assessments, and progress.
- Refer clients to appropriate health, social service, or community programs based on their needs.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Work Experience: High school diploma or equivalent; additional training in health, social work, or a related field is preferred.

Education, Certification and Licensure: Any needed certifications will be provided by GHCI during the first year of employment. Experience working in community health, social services or a similar field is highly preferred.

Additional Knowledge, Skills, and Abilities:

- Strong communication and interpersonal skills, with the ability to build relationships with diverse populations.
- Knowledge of local health and social services systems, and an understanding of community health needs.
- Ability to work independently and as part of a team.
- Valid driver's license and requires the use of a personal vehicle for work-related travel within the clinic's service area and to Anchorage. Proof of valid insurance is required.

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

The work environment characteristics 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 interact with patients, staff and visitors with frequent interruptions. Possible exposure to clients with infectious diseases. Physical: Sedentary work; sitting most of the time. May have to lift folders, files, papers, audio/video equipment, and other such items weighing up to approximately 25 lbs. Noise level moderate.

Work is performed in a healthcare clinic and office setting. GHCI is a tobacco-free campus.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Girdwood Health Center Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Persons alleging unequal treatment should contact the Chief Executive Officer.

The undersigned have read this job description and agree that it defines the position as it currently exists. The undersigned also understands that the above is intended to describe the general content of and requirements for this job. It is not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.

_____ Employee Name	/	_____ Employee Signature	_____ Date
_____ Supervisor Name	/	_____ Supervisor Signature	_____ Date