

Community Health Worker Job Posting

JOB TITLE:	Community Health Worker
DEPARTMENT:	Behavioral Health
REPORTS TO:	HR/Compliance Officer/Behavioral Health Manager
SUPERVISES:	None
EMPLOYMENT STATUS:	Full time/Non-Exempt
WAGE:	\$16.00 per hour
WORK SETTING:	Office/Clinical Environment
ACCESS TO PHI:	Full access to ProEHR and paper charts, as required by the job functions of the position. Limited access to ProPM for scheduling purposes.
REVISED:	1/2019

JOB SUMMARY: Under the general supervision of the Behavioral Health Manager, the Community Health Worker will provide a variety of activities, ranging from providing backup for the Patient Navigator, Medical Records functions, assisting with marketing and events and being the lead for the SMC Fitness Center. The Community Health Worker will research and implement a variety of community health care services, including assisting in educating patients, families and community members.

DUTIES AND RESPONSIBILITIES

1. Exhibit excellent working relations with patients, visitors and staff.
2. Facilitate patient access to healthcare services by identifying cultural barriers to care and promoting understanding between the patient and provider(s) staff.
3. Monitor the daily workings of the SMC Fitness Center to ensure subscribers/visitors are in a pleasant, safe environment. Ensure registration and orientation to Fitness Center services is complete. This position will be located in the SMC Fitness Center.
4. Implement health promotions/disease prevention programs and chronic disease management programs.
5. Assure privacy and confidentiality for each patient, as required under HIPAA.
6. Performs Medical Records tasks such as scanning, indexing and functions as a backup for records releases.
7. Assist with community marketing and events. Including design of marketing materials and community outreach at events.
8. Develop effective patient relationships with the “3 C’s”: Caring, Communication and Competence.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of community resources and support systems.
2. Ability to work independently as well as collaboratively with a multi-disciplinary team.
3. Computer literate.
4. Must have vehicle that can be used for work and be available to transport patients in the SMC van.
5. Ability to exercise balanced judgment in evaluating situations and making decisions, and to handle difficult or confrontational situations in a calm, consistent, and equitable manner.
6. Maintain effective working relationships among co-workers, public, private, and professional groups.
7. Understand and implement security levels as stated in the HIPAA manual.
8. This is a new position. The applicant chosen for the position must have the flexibility to grow with the evolving duties of the position.

EDUCATION/EXPERIENCE

1. High School Graduate
2. Current valid California Driver's License and vehicle insurance.
3. Current CPR certification.
4. One year experience working in a community based setting preferred.
5. Computer literate with knowledge of electronic medical records

GENERAL AGENCY DUTIES

1. Fosters an environment that promotes trust and cooperation among all staff at SMC.
2. Enforces clinic policies and procedures to ensure that the principles and mission statement of SMC are implemented.
3. Maintains confidentiality of all patient and employee record/information.
4. Promotes a diverse environment for clinic.
5. Attends all SMC mandatory meetings and other meetings as required.