



NVIH POSITION DESCRIPTION

COMMUNITY HEALTH WORKER (CHW) - GENERALIST

REPORTS TO: Community Health Director/Outreach Director

SUPERVISES: None

POSITION SUMMARY: The primary goal of the NVIH Community Health Worker position is to identify individuals, families and communities strengths and needs. The CHW supports individuals, families and communities in developing and meeting health enhancement goals. This is done in part by presenting resource options, providing health education and supporting decisions that promote well-being. The CHW is a health advocate for the Native American in coordination with other related departments of Northern Valley Indian Health and community agencies. CHW's receive training in a wide variety of health topics to be able to provide basic health teaching and counseling. Their services are individual, family, and community focused and related to all ages. After at least one year of employment, may request IHS training to become a Community Health Representative (CHR).

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Identify the Native Americans in an assigned service area and inform them of Northern Valley Indian Health's services.
2. Participate in the overall Community Health Program under the direction and guidance of the Community Health/Outreach Director.
3. Provide Outreach case management and services to a particular service area by:
 - a. Assisting clients in identifying service needs and appropriate resources.
 - b. Completing documentation on each client contact accurately and in a timely manner.
 - c. Making appropriate in-house or out-of-agency referrals.
 - d. Coordinating the multi-services a client may be receiving.
 - e. Assisting eligible clients in securing available financial funds for medical payments.
 - f. Providing health education, counseling, support, and services focused on general health maintenance and promotion.
4. Actively network with a minimum of four (4) community agencies at least quarterly.
5. Communicate essential client information to related Northern Valley Indian Health departments and service areas on a regular basis.
6. Provide on site WIC vouchers and WIC education within six (6) months of employment Work towards completion of WIC Nutrition Assistant Training (Training to be provided through WIC sponsored Nutrition Assistant Training Workshops, the NVIH RD and the Community Health/Outreach Director.)

7. With Supervisor approval, provide transportation and/or delivery of medications/food in situations of urgent need when no other means is available and the consequences of not receiving such may have an immediate untoward effect.
8. Provide 80 service contacts each month, through either home visits and/or clinic and community contacts. Plan and implement at least one community-based health education class per month. Carry an active caseload of 10 clients needing intensive case management/support.
9. Become a Certified Child Passenger Safety Seat Tech within one year of hire
10. Other duties as assigned.

All who work for NVIH are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. High School Diploma or equivalency / GED.
2. Have dependable transportation.
3. Valid California driver's license and proof of personal liability automobile insurance as required by California state law.
4. Able to travel for training.
5. Effective written and verbal communication skills.
6. Sensitive to those with different life styles and to the Native American culture.
7. Able to work with minimal supervision and to reach out for assistance when needed.
8. Able and willing to learn and utilize health information and skills.
9. Prior experience in a health or service related field helpful.
10. Basic computer skills required.
11. Current CPR certification.
12. Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations,

graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Non Exempt

DATE OF LAST REVIEW / REVISION: 11/2008

ASSIGNED SITE: Willows / Chico