



JOB DESCRIPTION COMMUNITY HEALTH WORKER WESTMORELAND COUNTY

FLSA Status: Non- Exempt

*The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.**

Purpose of the Position

This is an advanced level community-based position that provides case management, coordination of care and health education to Healthy Start, Inc. program participants. This position serves as the first line of care in the Healthy Start, Inc. model. The Community Health Worker has a passion for maternal and child health and advances family systems and life course approaches to support improved birth outcomes, and family health and well-being.

Essential Duties and Responsibilities

- Identify and enroll eligible participants.
- Provide home- and community-based case management and coordination services to eligible participants.
- Maintain a full caseload of up to 48 participants.
- Assist in the development and management of the participant's plan of care/goal planning—including birth and reproductive life plans.
- Provide evidence-based and evidence-informed education including, but not limited to: breastfeeding, immunization, safe sleep, family planning, smoking cessation, nutrition, mental health, physical health, stress, domestic violence.
- Screen for depression using the Edinburg (women) and the PhQ9 (men) and refer to treatment as necessary.
- Document all contacts and service provision.
- Link program participants to community resources such as housing, transportation, food and mental health services. Promote and support Healthy Start's internal referral programs.
- Conduct periodic service plan meetings with participants and service providers.
- Assist in identifying gaps in services and health needs, and devising remedies in health related areas.
- Assist and/or present programs on health information and services to community groups.
- Complete all trainings and ongoing professional development related to the Healthy Start model, public health and health disparities. Attend meetings, events and conferences as necessary.
- Other duties as assigned.

Qualifications

A high school diploma or GED and three or more years of experience in a social service/health field. Bachelors or advanced degree preferred. Combinations of education and experience will be considered.

**program expansion to Westmoreland aimed at the same goals.*

Consideration/preference will be given to job-related education (i.e., certifications, etc.). Experience working with home visiting and/or populations experiencing health disparities. Preference for residency in Westmoreland.

Skills and Knowledge Requirements:

- Understanding of Westmoreland County communities, systems and service providers.
- Knowledge of prevention strategies, needs and risk assessment and family systems.
- Understanding of community and service delivery systems.
- Case management and confidential record keeping.
- Emergency response and crisis management skills.
- Sounds analytical and problem solving skills.
- Demonstrated good decision making in dealing with safety issues.
- Professional demeanor is required as you will interact with persons at all levels within the organization, outside of the organization and community.
- Ability to follow instructions and take direction from management and comply with the boundaries of the establish policy and procedures.
- Ability to plan and facilitate group sessions.
- Ability to motivate and guide participants to keep appointments, obtain goals and take advantage of services.
- Ability to work with multi-cultural participants/agencies.
- Ability to work with computer software applications, i.e., word processing, data base and spreadsheets.
- Possess excellent interpersonal and communication skills.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled on a daily basis.
- Effective written, verbal and listening communication skills.
- Must possess a valid unrestricted Pennsylvania Driver's License.
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.
- Personal transportation with employee listed as an insured driver on the vehicle used for work.
- Act 33/34 clearances.

Supervisory Relationships

This position functions as a member of the home visiting team with an advanced level of independence under the direction of the Director of In-Home Services.

Physical Demands

- The work performed is 95% conducted in the field. Candidate must possess the ability to work at locales outside of the office environment. Must attend weekly case review in Allegheny County.
- The other 5% of the position is office work requiring sitting, keying, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
- Out of town and overnight travel is also required on occasion.

COMPENSATION

\$15-\$17 per hour, commensurate with experience. Includes competitive benefits package.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please send resume and cover letter to Andrea Kimple at akimple@hsipgh.org.