

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Community Health Worker Coordinator **PAY GRADE: B31**

DEPARTMENT: Health and Human Services

FLSA: Exempt Non-Exempt

REPORTS TO: AHL Program Administrator

LEAD: Yes No

BARGAINING UNIT:

SUPERVISOR: Yes No

APPROVED:


Department Head

8/19/21
Date

Deborah Weir
Human Resources Director

8/20/21
Date

I. PURPOSE SUMMARY.

Under the supervision of the Program Administrator, this position is responsible for coordinating activities and supervising assigned staff related to the implementation of the programs related to building capacity for community health workers to assist with the COVID-19 response, and advancing health literacy of providers and individuals regarding COVID-19 safe practices.

II. ESSENTIAL DUTIES.

A. Assist the Program Administrator with supervision of staff and activities related to the program including:

1. Plan, assign and direct work; resolving day-to-day problems; assists with the development of program goals, objectives, timelines and schedules; provide feedback to program administrator and employees.
2. Establish goals, objectives and performance measures for program staff and activities; including performance evaluation for staff/volunteers through feedback and established HR procedures.
3. Assist in developing, conducting, and coordinating the training and work instruments required by staff in the performance of their duties.
4. Counsel, advise, and if necessary, discipline employees in accordance to County policies, procedures, and regulations.

B. Program Coordination

1. Implement evidence-based programming and cultivate local partnerships to support program goals.
2. Coordinate and deliver high quality health promotion programs that effectively improve health literacy and COVID-19 safety behaviors; and build capacity of community health workers to participate in care teams and as part of public health efforts.
3. Provide education and resources to other agencies, such as schools, clinics and community resource centers.
4. Collect, interpret and summarize data for evaluation and reporting.

5. Prepare technical and narrative reports for internal and external use.
6. Support a sustainable collaborative network to improve personal and organizational health literacy by developing partnerships and building community trust.
7. Provide training to community health workers (CHWs) and health professionals in best-practices related to reducing COVID-19.
8. Identify teaching materials, videos and other resources that will enhance the learning experience.

III. ADDITIONAL DUTIES.

Perform other duties as assigned.

IV. QUALIFICATIONS.

A. Education. Bachelor's Degree in Public or Community Health, Public Administration, Psychology, Education, Family Studies, Business Administration, Social Work, or related field is required.

B. Experience. Two years (2) of related experience in health promotion, program planning, program administration, or community education. Supervisory or lead experience preferred.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Valid driver's license and maintain satisfactory driving record in accordance with County policy.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.) Must pass background check and must maintain a current driver's license.

1. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Delivery of best practice health promotion and prevention education; program planning, implementing, and evaluating; data collection and reporting; border population, and health disparities in the border region.

Must have skills to: Operate general office and computer equipment and use software including Microsoft Office Suite (Word, Excel, Access); maintain accurate records; develop spreadsheets; communicate effectively in verbal and written form; good inter-personal and collaborative building skills; and maintain confidentiality.

Must have ability to: Analyze and interpret data and manage multiple projects, synthesize data and policies to make recommendations and develop protocols, communicate with medical and judicial system providers, as well and patients and families.

2. FREEDOM TO ACT.

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT.

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile. Must be able to reliably and consistently move between work-related sites within the County.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. SUPERVISORY RESPONSIBILITY.

Supervisory responsibility for directing staff, allocating work, and evaluating employee performance.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee _____ *Date*

