



Job Description

Title: Community Health Worker- Full Time, Bi-lingual (Eng. /Spa.)

Department: Youth & Family Services

Reports to: Director of Youth & Family Services

Job summary:

Provide case management services to Hudson County communities. Responsible for connecting clients with services, including but not limited to healthcare, insurance, social services, and other community resources. Assist clients by coordinating appointments, making referrals, follow-up and support services as needed. Provide education to individuals and groups.

Summary of essential job functions:

- Work closely with the Connecting New Jersey Specialist and within the Black and Hispanic Infant Mortality municipalities, if applicable.
- Case manage women who are not enrolled in an evidenced-based Home Visiting program.
- Target childbearing women, age 15-44, pre-conception, inter-conception and postpartum and connect with high-risk individuals, particularly those who are not yet engaged in mainstream service systems.
- Maintain a minimum case load of 25 participants monthly.
- Conduct outreach, networking and education.
- Incorporate the use of screening tools (Community Health Screenings and Initial Referral forms) to identify client risks or needs and collect data.
- Enroll clients into other evidenced-based home visiting programs, offer and provide patient contact including client-centered provision of health information, modelling, and demonstrating skills, and reinforcing positive health choices and behaviors. Coordinate perinatal health care and other early childhood services and supports.
- Have in-person contact with high-risk women monthly followed by weekly telephone or texting contact to identify needs and refer to appropriate resources for up to 3 years or until participants' voluntary termination.
- Refer and provide 1:1 assistance to help clients obtain and consistently utilize health insurance, primary care and/or prenatal care services, family planning services, and other needed community services such as WIC, substance abuse, domestic violence, mental health, etc.
- Utilize a strength-based approach to case management by assisting participants with setting client-centered goals to help develop non-traditional community support to address issues surrounding employment, education, housing and transportation.
- Collaborate with community partners to reduce Social Determinants of Health Issues clients encounter and refer to appropriate services.
- Provide and disseminate written and oral information about available family planning health services in the community to prevent unintended pregnancies and promote spacing of subsequent pregnancies.
- Provide individualized social support to encourage and reinforce health promoting behaviors by clients, including personal and family health behaviors.
- Establish relationships with other health and human service providers in the community to identify and refer individuals who may benefit from CHW support services.
- Link women and families to resources within the community such as: Family Success Centers, Child Care Resource and Referral agencies, breastfeeding groups, etc.
- Follow up with community linkages to ensure continuity of services and to close the loop to referrals.
- Assist in promoting Affordable Care Act health insurance and Medicaid enrollment for family.
- Participate in community engagement activities for outreach, community empowerment and non-traditional partnerships to link families to housing, employment, transportation, food, etc.

- Discuss food insecurity and nutritional needs, refer to WIC or SNAP-Ed. and collaborate with SNAP-Ed for nutrition education and physical activity classes.
- Attend and complete the 144-hour CLG-CHW Institute and ECHO trainings as per the NJ Department of Health requirements.
- CHW Breastfeeding and Centering Outreach and Recruitment; Documenting all outreach and recruitment -flyer- distribution and conversations; Completing referrals to Centering and Breastfeeding; In-Person presentations in the community.
- Other duties, as assigned.
- To conform to all WomenRising guidelines, standards and policies.
- Participate in all staff development seminars and Departmental, Team, and Special Call meetings, as well as agency wide special project Improvement Teams (as needed), and agency wide events (i.e., All Staff Day, Founder's Day, etc.)
- Responsible for timely and accurate submission of all case documentation, monthly, quarterly, and all other program and department paperwork.

Physical Demands:

Work is performed in a variety of office, health care and community settings; may involve bending, color identification, gripping with hands and fingers, hearing voice conversation, keyboarding, kneeling, lifting up to 35- pounds, pulling, pushing, reaching, sitting, standing, stooping and walking. Successful performance requires specific vision abilities that include close vision. The employee will attend meetings at a variety of places and will need to drive. Occasional stair climbing is required.

Educational Requirements:

Bachelor's degree in any of the following fields: Public Health, Social Work, Psychology, Sociology, Human Services, or Humanities.

Minimum Experience Required:

Computer literacy required. Experience providing outreach to women and high degree of familiarity with Hudson County health and social services required. Successful applicants will have nonjudgmental attitude and be resourceful and flexible in working with clients.

Additional Requirements:

- Flexible work hours as some evening and weekend hours are required
- **BILINGUAL (English/Spanish): MUST be able to read, write, and speak in both languages.**
- Successful completion of background check.

Abilities Required:

- Adaptability
- Detail oriented
- Work with diverse clientele; interpersonal skills
- Work well and effectively in a team environment
- Administrative and clerical skills
- Work cooperatively with members from the community
- Advocacy skills
- Effective problem-solving skills

Disclaimer The above statements are intended to describe the general nature and level of work being performed by the Community Health Worker. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties in addition to those outlined above from time to time, as needed. WomenRising is an Equal Opportunity Employer