



Job Title: Bilingual Community Health Worker

Department: Parent Support Services, Community Health Program

Reports To: Community Health Manager

Status: Full-time, Regular, Non-exempt (hourly)

Hours: 30-40 hours per week, including evenings and Saturdays

Starting Wage: \$20/hr

JOB SUMMARY: Bilingual Community Health Workers provide health related education, build trust to improve community relations, help identify and support local resident leadership and connect residents to needed health related resources. The Community Health Worker (CHW) will work under the supervision and direction of the Community Health Program Manager and will be focused on the health priorities of the residents in Sonoma County.

ESSENTIAL FUNCTIONS:

- Provides assistance and support to community residents and service providers in a field, clinic, or office setting in a manner that matches the clients' linguistic and cultural needs; provides care coordination and system navigation; tracks individual data.
- Learns the various department programs and available community resources in order to connect community residents with health care and related services; provides orientation to clients regarding available program services.
- Makes client referrals to appropriate care providers regarding social issues and health problems per protocols.
- Prepares and maintains client case files, logs, and records
- Conducts surveys to determine community needs and collects statistical information; may conduct reviews of service providers to ensure established guidelines are met.
- May act as an interpreter and translator when qualified to do so for non-English speaking clients and community residents.
- Attends staff and in-service meetings, approved training programs, and job-related educational courses. May participate in special health projects and initiatives.
- Speaks to community groups who may wish for additional information.

KNOWLEDGE, SKILLS AND EXPERIENCE:



- High school diploma or equivalent.
- Strong connection to the community and a commitment to supporting people.
- Fluent Spanish/English speaking and writing.
- Strong communication skills, including the ability to listen empathetically, demonstrate understanding.
- Good communication skills with other community agencies and referring providers.
- Understanding & commitment to CPI's mission, goals & philosophies.
- Collaborate with others and function as a team member, and benefit from supervision and training.
- Hold a valid California driver's license along with reliable transportation.
- Experience with conflict resolution.
- Flexible schedule with the ability to work weekends and evenings as needed.

PHYSICAL REQUIREMENTS:

- Ability to lift, load, bend, and haul relevant items to meetings/events
- Prolonged sitting and working on a computer and telephone.
- Able to stand for extended periods of time.
- Active participation in a virtual training course.
- Must be able to travel to office and community events when needed.

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.