



## Data & Technical Support Community Health Worker

Columbia Health Services is a service-focused non-profit organization dedicated to making Columbia County a healthier place. We recognize that achieving health is a lifelong process that is made possible through individual, group, organizational and systemic processes. CHS values employee wellness and balance and has personnel policies, procedures, practice and culture that support that value. In an effort to improve families' access to care for all of our programs, CHS is embarking on significant growth. We are eager to bring on additional team members with relevant skills and experiences, who have a heart for meaningful connection and relationship building.

The Data & Technical Support Community Health Worker will support the entry and tracking of data for multiple grants, follow-up on referrals and OHP application assistance, and the integration of whole person care at Columbia Health Services. The person in this position will partner with the Columbia County Parenting Coordinator to develop and diversify parenting resources, expand parenting education groups and curriculums, and assist with parenting referrals and assessments. Additionally, this position will become a certified application assister as someone who partners directly with our Oregon Health Plan Application Assister who currently enrolls, verifies, and documents all needed information to support consumers in need of navigating health plan coverage regardless of health coverage eligibility.

CHS offers medical, dental insurance, generous employer-match 401K program, 12 paid holidays, and generous paid time off benefits package. A minimum of 20 hours worked per work on average to be eligible for some benefits.

### Compensation

**Range:** \$19-\$28.50/hour

\*Salary differential of approximately \$3000/year is provided to bilingual English/Spanish speakers upon completion of bilingual testing

**FLSA Status:** Hourly, non-exempt

**Employment Status:** Permanent, full-time position

CHS is a public service loan forgiveness eligible entity.

**Introductory period:** 12 months

**Training period:** 6 months

**Primary Location:** St Helens is the primary location for this position; part-time remote work may be considered.

\*This position will support our entire organization and will require occasional flexibility to travel to outreach and community events in Columbia Counties.

**Supervisor:** Wellness & Engagement Manager

## Responsibilities

- Maintain complete records of all required data for each grant, program, and/or event in the appropriate database to ensure that outcomes can be tracked and measured.
- Ensure that all consumer confidentiality is maintained at all times regardless of the data being tracked and which grant, program, and/or event it is being utilized for.
- Create and maintain registration forms for parenting and/or other group series, ensure facilitators have access to needed information, and ensure that registrants are scheduled for an assessment *if one of the facilitators is a CHS therapist*.
- Partner with other CHS staff to support consumer's social determinants of health. Identify and connect consumers with relevant community resources, such as food, housing, transportation, or other support services.
- **Oregon Health Plan Navigation ONLY** - Inform consumers how to navigate their benefits for medical, dental and mental health services.
- **Oregon Health Plan Navigation ONLY** - Refer consumers to appropriate programs including Medicare, Aging and Peoples with Disabilities, and other programs.
- **Parenting Program ONLY** - Transportation Assistance: Distribute gas cards to facilitators, re-order gas cards as needed, and help consumers get registered with and schedule Dial-a-Ride if needed.
- **Parenting Program ONLY** - Food / Meals / Snacks: Ordering meals for each session of every series and ensuring snacks for children are stocked and available in the storage unit (MUST be stored in the sealed steel containers).
- **Parenting Program ONLY** - Childcare Assistance: Ensuring enough childcare will attend each session to maintain safe ratios for the consumers being served.

## Success will be Measured by

- Meaningful engagement in organizational and team meetings
- Response time to address consumer needs is two business days or less
- Timely and accurate data collection and entry
- Positive, collaborative partnerships with internal and external referral sources will be developed and sustained

## Expectations for All Staff Include

- Ability to work well with internal (coworkers, patients) and external (community partners) people is essential.
- Utilization of organization tools and resources to maximize efficiency is critical (Google calendars, online order requests, email lists, etc).
- Shall uphold the Code of Ethics in every interaction.
- Shall represent CHS professionally by being prepared, arriving on time, being engaged in the activity, and communicating factual information.
- Must pass all site reviews.
- Take responsibility for requesting additional training needs immediately.

- Expected to keep workspace functional, sanitary & presentable for others to use.
- Attend monthly staff meetings and regular program meetings.
- Maintain strict confidentiality of all patient information at all times.
- Other duties as assigned.

**Position Factors**

<b>Minimum Education Level Required</b>	High School diploma or equivalent required Individuals in this position do not have to be certified as a Community Health Worker, but CHS will provide a one-time \$3000 bonus with proof of certification to employees in this role.
<b>Experience Level Required</b>	Experience in or in collaboration with Columbia County social services preferred
<b>Amount of Supervision Received by the Employee</b>	Learning conversations, at least quarterly. Check-ins, as needed.
<b>Diversity &amp; Complexity of the Supervision Exercised</b>	N/A
<b>Scope of the Human Resources Impact of this Position</b>	N/A
<b>Level &amp; Nature of Internal Contacts</b>	High interaction daily
<b>Level &amp; Nature of External Contacts</b>	High interaction daily
<b>Background Check Required</b>	Yes

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_