



## American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

### Job Description

**Job Title:** Community Health Worker

**Department:** Community Health and Family Wellness

**Program:** Healthy Start/Family Spirit

**Reports To:** Maternal Child Health RN/Healthy Start Coordinator

**Employment Category:** Full-Time

**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** This position involves administrative activities, health education, and outreach to potential clients and local health care and social services agencies to increase client recruitment for Healthy Start/Family Spirit and other Maternal Child Health programs. Administrative roles include maintaining client records and completing required reporting, publishing flyers and other marketing materials, introducing the program to other referring agencies and clinics, and coordinating marketing efforts for Early Childhood Health programs. The Community Health Worker will work closely with Maternal Child Health RN and other program staff to provide home visits, office visits, group programming/events and case conferencing.

#### Essential Duties and Responsibilities:

- Serve as a Health Educator for the Healthy Start/Family Spirit program and other Maternal Child Health programs in the urban Native American community in southeast Michigan.
- Recruit families to participate in the Healthy Start/Family Spirit program.
- Visit families in their homes and teach a comprehensive parenting curriculum
- Refer clients to other agency departments or other community agencies as appropriate to assist in resolving problems facing urban AI/AN community concerning unmet physical or mental health needs, housing, education, benefit assistance, unemployment, crime prevention, substance abuse, smoking cessation, intimate partner violence and other needs as identified.
- Maintain data forms and tracking logs to document activities.
- Contact potential and enrolled participants for recruitment and follow up, verifying whether appointments were attended, if there are continuing needs, and whether home visits are needed.
- Contact agencies and providers where clients have been referred to verify whether services were received.
- Remain available to meet/talk with families who may be eligible for Healthy Start/Family Spirit program services.
- Schedule, arrange and/or provide transportation for Healthy Start/Family Spirit program families to appointments.
- Represent Healthy Start/Family Spirit program and other agency programs during community meetings and in-service presentations for community partners and local service providers.
- Keep community locations stocked with Healthy Start/Family Spirit program and other brochures and advertisements.
- Maintain Social Media presence of Healthy Start/Family Spirit programs.

- Serve as an interdepartmental team member offering support for agency events/programs as needed.
- Coordinate outreach efforts at health fairs, powwows and other community events to promote Healthy Start/Family Spirit and other agency programming.
- Attend monthly Healthy Start/Family Spirit program meetings and other meetings as required.
- Travel to other sites for trainings, meetings and other duties as needed.
- Assist with coordination and oversight of Interns and volunteers as needed.

**Other Duties and Responsibilities:** As assigned.

**Education/Experience:** Valid high school diploma or general education degree (GED) required, bachelor's degree in health-related field preferred. Training and certification as Community Health Worker preferred. Training, certification, and/or experience in early childhood or pregnancy health-related fields such as lactation counselor, doula, childbirth educator, or early childhood education preferred. Fluency in Spanish preferred. One year of experience in health or social service-related setting which enables the candidate to provide culturally proficient health promotion education to target population required. Must be able to demonstrate requirements during the interview process.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

**Other Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Revised: 5-14-16*