



## Job Description

**Job Title:** Community Health Coordinator

**Reports to:** Director of Operations

**FLSA Status:** Non-Exempt, PT, 32 hrs./week

**Date Last Revised:** 10/18/19

**Salary:** \$12-\$15/hr. DOE

### Job Summary

Responsible for coordinating the community health program of Genesis Community Health.

### Duties and Responsibilities

**Training/Coordination:** Train and coordinate community health workers and interpreters

- Improve CHW training for volunteers as needed
- Train CHW volunteers
- Coordinate CHW activities
- Train and coordinate volunteer Spanish interpreter team

**Patient Navigation:** Navigate patients/clients between social services in the community

- Meet with patients to assess and address social influencers
- Complete intake assessment and goal planning with patients
- Follow-up with patients to improve social influencers
- Collaborate with clinic team to ensure appropriate continuity of care for patients
- Record, track, and report on outcome objectives and goals
- Record and track community and mental health referrals for patients in EMR
- If bilingual, assist with translation and interpretation in clinic

**Community Mobilization:** Lead the initiatives of the Garden City Community Collaborative (GCCC)

- Coordinate the Garden City Community Collaborative (community development network)
- Promote and help implement initiatives developed by the GCCC
- Recruit new patients/clients needing services offered by members of the Collaborative
- Assist with community needs assessments

**Community Liaison:** Understand and advocate for the health needs of the community

- Coordinate relationships with mental and community health providers serving Genesis patients
- Spend time in the community getting to know its members and their needs
- Regularly report community needs to the Collaborative
- Facilitate the translation and interpretation of materials needed by non-English speakers

### Other Duties as Assigned



### **Minimum Qualifications**

- Demonstrate a growing personal relationship with Jesus Christ
- Bilingual in Spanish and English
- BSW or bachelor's degree in related field (public/community health, health education, global health, etc.) preferred, but not required.
- Empathy and experience working with those facing economic hardship
- Demonstrated health literacy
- Ability to lead and motivate others towards improved health and wellbeing
- Ability to partner and positively with faith-based, secular, and governmental organizations
- Ability to lead community development projects with multiple partners
- Familiarity with local resources available to assist those facing economic hardship
- Ability to pray with patients/clients if requested
- Ability to speak professionally in public settings
- Proficiency in Microsoft Office and Excel
- Must successfully pass criminal background check

### **Superior Qualifications**

- MSW
- Experience leading community health initiatives
- Experience using an EMR
- At least 1-year experience working in the social service/non-profit sector
- At least 1-year experience in case-management
- At least 1-year experience leading and training others
- At least 1-year experience in community outreach

### **Working conditions and physical demands**

- Ability to work in a very busy and dynamic environment
- Ability to move around the building
- Ability to sit, stand, bend and stoop for periods of time
- Ability to exert up to 50 pounds of force occasionally
- Ability to respond to emergency/crisis situations
- Ability to work in an environment that includes exposure to blood and/or body fluids, and people who are ill

**To apply, please send a resume and cover letter to Josh Campbell, Director of Operations, at Genesis Community Health—[josh@genesisch.org](mailto:josh@genesisch.org)**