



Community Health with a Heart

409 North Dunlap Street, St. Paul, MN 55104 • 651-290-9200 / 651-290-9210 (fax)

JOB ANNOUNCEMENT

DATE: November 2, 2009

TO: All Staff

FROM: Programs Department

SUBJECT: Community Health Worker (Non-Exempt)

POSTING: November 2, 2009 – November 10, 2009

JOB RESPONSIBILITIES:

Under the direct supervision of the Director of Clinical Programs, provides internal and external outreach and case findings to adult patients with chronic conditions. Provides assistance with medical/dental care, follow-up, advocacy, education, and support services.

JOB DUTIES:

- Works closely with providers, RN's, Case Managers, Community Health Care Workers, & Health Educators, in following patients with illness to provide education, follow-up, and support.
- Provides support to Wellness groups, Smoking Cessation Classes, & other support groups that focus on health education and chronic illness management.
- Provides regular data entry and maintenance of electronic medical records, Tiger, and other health databases.
- Attends all necessary Outreach and health education events, including assisting with planning and hosting of events.
- Attends all necessary continuing education/training as needed.

- Provides supports and is familiar with clinic procedures such as scheduling of appointments, patient fees, and confidentiality, and availability of a variety of services. Maintains awareness of community resources and is informed of issues affecting the community served.
- Creates and maintains positive relationships on behalf of Open Cities Health Center with community agencies, community members, and its leaders.
- Keeps track of all individual patients and community contracts. Submits monthly report of patients served and community contacts to Program Manager.
- Assist in other related duties as assigned by the Program Manager/Director of Clinical Programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrate communication skills (oral and written) with patients, families, health professionals, community agencies, and units of government, etc.
- Understands and is able to effectively communicate the mission statement of Open Cities Health Center and the Community Health Connections program.
- Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds.
- Demonstrates working medical terminology knowledge.
- Computer literate and detailed oriented.

MINIMUM QUALIFICATIONS:

Candidate must have a high school degree/GED along with a valid driver's license and insured vehicle. Must be CHW certified or willing to obtain CHW certification within 6 months of hire. Previous experience working in health care services setting or outreach is preferred but not mandatory. Self-starter and team-oriented person preferred.

If interested, please send a cover letter and resume to

lashell.barnes@ohealthcenter.com

Fax: 651-290-9210

OR

Lashell Barnes, Human Resources Manager

Open Cities Health Center

409 N. Dunlap Street, St. Paul, MN 55104

Open Cities Health Center is an "Affirmative Action/Equal Opportunity Employer"