



Job Title: Staff - Community Health Worker

Reports to: Case Management Coordinator

Employment Status: Full-Time

Location: Various throughout Lake County (see summary for more details about locations).

Salary: Negotiable depending on experience. Includes eligibility for health benefits and paid leave.

Note: this is a grant-funded position; continued employment depends on performance and availability of funds.

ABOUT MANO A MANO

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant and families of Lake County, Illinois to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people.

POSITION SUMMARY:

The Community Health Worker will work closely with community members to offer key health and wellness education through individual and group education sessions, as well as client support to access public benefits, health navigation assistance and other health and human services through comprehensively assessing client needs. The Community Health Worker will provide information and referral to other programs at Mano a Mano and to other health and human services agencies throughout the County. The Community Health Worker will act as the immigrant community's key health and human services reference point- empowering community members to take control of their health and access benefits and services available to them.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Utilize screening tool to evaluate needs of immigrants and their family members from a holistic perspective with focus in health;
- Assess clients' eligibility for relevant services and benefits;
- Develop and monitor client service plans and provide ongoing assistance as needed to ensure clients' needs are met and situations are stabilized;
- Connect clients' with other relevant programming at Mano a Mano and identify other pertinent services available in the community;
- Educate approved Medicaid/Medicare/Marketplace/All Kids clients on how to properly use their insurance (preventative services, appropriate use of emergency room, etc.);
- Provide ongoing health literacy sessions on relevant health topics either in an individual or group setting;

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We have an affirmative policy to maintain the work place free of sexual harassment and intimidation.



- Help eligible clients identify and connect with PCP and/ or medical home;
- Provide follow up communication to clients to assess client's progress on service goals and identify any ongoing needs or challenges to receiving services;
- Measure and analyze changes in client knowledge gained during the small presentations and how is being implemented;
- Provide accurate interpretation and translation services for clients who have difficulty communicating with IDHS and other agencies offering supportive services;
- Develop a working relationship with other service providers and social service agencies to provide accurate referrals and appropriate case management;
- Develop a strong working relationship with other human services and health agencies;
- Actively participate in outreach events in the community to ensure high visibility and awareness of program offerings and other activities;
- Attend required training and workshop sessions to gain knowledge in order to better support clients;
- Ensure to keep track of the data accurately and record on the respective databases.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, **must be fluent in English and Spanish (written and spoken)**, must demonstrate excellent people skills, experience in working directly with customers/clients on a one-on-one basis; excellent communications skills, sensibility to people's needs, good understanding of immigrants' issues; must be a team player, self-starter, and computer literate (Microsoft Word/Excel/PowerPoint/Outlook and Internet).

Education: This is a professional position and requires an Associate's Degree in Social Work, Human Services or related field. It requires experience working with immigrants and sensitivity towards immigrants' issues (or an equivalent combination of all of the above; ex: if a candidate does not have a degree, but can demonstrate previous years of experience in the field, he/she would be eligible).

Physical Demands: The physical 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 regularly required to canvass the community, access community businesses and organizations, operate normal office equipment and use a computer for extended periods of time.

Transportation: Because this position requires regular geographic mobility, all candidates must have access to reliable personal transportation and a valid driver's license.

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