

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Community Health Worker Supervisor
Department:	Office of Family Learning
Reports to:	OFL Coordinator
Supervises:	Community Health Worker

Description of job:

The person hired for this position will work directly with and be responsible for the direct supervision of the Community Health Worker.

This work will be done in coordination with the Washington County Health Equity Zone institution partners and accomplished through a variety of strategies, including:

- Meet regularly with the Community Health Worker (CHW) to ensure proper adherence to grant expectations;
- Support and guide CHW to find tailored interventions to assist individuals and families with their unique health issues and related challenges;
- Support and guide CHW to identify needs among the population and to assist with making connections with public and private agencies to secure resources to fill gaps in services;
- Supervise and support community events planned by the CHW;
- Ensure resources and services are being delivered in an effective, efficient, and culturally competent manner; and
- Support the CHW in their efforts to empower residents to become advocates and helpers in their community

DUTIES & RESPONSIBILITIES: Will include, but not be limited to:

- Ensure that all grant requirements are being met.
- Provide supervision of the CHW on a weekly basis.
- Maintain a high-level of confidentiality.
- Serve as an advocate and mentor to the CHW.
- Attend all required Rhode Island Foundation & Healthy Bodies/Healthy Minds meetings.
- Build a trusting and positive relationship with the school department and other town services.
- Perform other duties as required.

Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle		

Work Environment

Floor Surface:	Tile and/or Carpet				
Inside:	Up to 100%		Outside:	Up to 25%	
Lighting:	Incandescent or Fluorescent				
Vibration:	n/a				

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PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 10 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.		x				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.			x			
20 – 35 lbs.			x			
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.	x					
20 – 35 lbs.	x					
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			x		
Standing			x		
Walking			x		
Bending		x			
Twisting		x			
Crawling		x			
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping		x			
Pinching		x			
Manual Dexterity		x			
Fine Dexterity		x			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

Bachelor's Degree preferred. Three years in related areas of program responsibilities.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Technological proficiency in Microsoft Office and Google Platform

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to needs of parents, students and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner. Self-starter.

Interpersonal and Problem solving skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to needs of families and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

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Terms of Employment:

3 years- The term of the RIF Fund for a Healthy Rhode Island Community Health Worker Grant. 5 hour per week, 52 week per year.

Evaluation:

Date: 3/2019