

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Community Health Worker (CHW) I and II

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 7 hours per day, 185 days

JOB GOAL: The Community Health Worker (CHW) will be responsible for helping students and their families navigate and access community services, other resources, and adopt healthy behaviors. The CHW supports providers and students/families through an integrated approach to care management and community outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCS D policies and administrative regulations.

1. Responsible for establishing and maintaining trusting relationships with students and their families while providing general support and encouragement.
2. Conveys the purposes and services of available programs to the students/families and the impact said programs or services would have.
3. Conducts intake interviews with students/families, including enrolling and/or referring students/families into community services and programs.
4. Responsible for providing ongoing follow-up, basic motivational interviewing and goal setting with students/families.
5. Effectively works with staff, students, families, doctors, agencies, etc. from diverse backgrounds in reducing cultural and socio-economic barriers between clients and institutions to help ensure that students/families have comprehensive and coordinated care.
6. Acts as a patient advocate and liaison between the student/family and community service agencies (i.e. schools, Department Human Services, Health Care for Homeless, hospitals, support groups, etc.).
7. Responsible for providing consistent communication to others to evaluate student/family status; ensuring that provided information and reports clearly describe progress.
8. Records community member care management information in database/tracking system no later than 24 hours after contact.
9. Continuously expands knowledge and understanding of community resources, services and programs provided; human relations and the procedures used in dealing with the public as part of a service program; operations, functions, policies and procedures associated with the department or program area, procedures and resources available to handle new, unusual or different situations.
10. Attends various trainings, community meetings and events to develop a pool of resources and assistance.
11. Follow up with students/families should be continuous from initial identification through closure.

ADDITIONAL DUTIES AND RESPONSIBILITIES FOR CHW II:

This list is in addition to the duties and responsibilities listed above.

1. May provide community outreach such as home visits and health fairs.
2. Identifies problems in a child's living situation (home, school, and community) that may affect the child's adjustment, ability, and attendance in the educational setting through assessment or screening.
3. Provides recommendations or referrals for services to LSW, LCSW, or community agencies as appropriate.
4. Manages assigned caseload of students/families.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Specific skill-based competencies such as operating standard office equipment, planning and managing projects, preparing and maintaining accurate records.
2. Ability to communicate effectively both orally and in writing, and work cooperatively with parents, schools, community and district office personnel.
3. Ability to determine when to act independently, and when to refer situations to the licensed social worker (LSW), licensed clinical social worker (LCSW), administration, school counselor, or emergency services.
4. Ability to maintain security of confidential information.
5. Ability to display tact and courtesy, set priorities, and work as part of a team.

6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, conforms to safety standards as prescribed.
9. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
10. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Minimum two (2) years working with parent/families and community members or Associate's Degree from an accredited college or university or combination of experience and education
3. In addition to above, CHW II must also hold a Bachelor's Degree from an accredited college or university

Licenses and Certifications:

1. CHW Certification or willingness to earn a CHW certificate
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 

 Superintendent

2/5/18

 Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____