**Community Health Worker I Standard Job Description**

**Classification Title:** Community Health Worker I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 5

**Job Description Summary:**

The Community Health Worker I, under general supervision, works in the community with specific target populations, working closely with medical providers, primary care teams, and other agencies to improve patient care and outcomes.

**Essential Duties and Responsibilities:**

**40% Patient Support and Coordination**

* Assists patients in reviewing care plans and results in an effective manner while strictly adhering to policies and procedures in place.
* Motivates patients to be active and engaged in their health.
* Facilitates and coordinates services between health care providers.
* Communicates with patients, serving as a liaison between clinic physicians, staff, patients, and outside providers.
* Provides assistance to patients seeking financial, healthcare, and other social and/or community support services.

**20% Data Management and Documentation**

* Accurately maintains daily activity logs regarding client activity and destinations.
* Manages documents to meet patient care needs and grant requirements, including medical records and specialty consultation referrals.
* Collects data on clinical services and evaluates barriers to healthcare access.

**10% Community Outreach and Education**

* Plans, organizes, drives to, and participates in community outreach events, health fairs, and workshops.
* Continuously expands knowledge and understanding of community resources and service programs provided.

**10% Clinical Support Assistance**

* Assists clinical support staff in the flow of patients within the clinical environment.
* Assists in rooming of patients, including assisting patients to dress/undress and transporting patients.
* Assists in coordination and communication of laboratory and radiology reports.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Associates or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in public health, health outreach, and education.

**Required Licenses and Certifications:**

* Department of State Health Services (DSHS) certification, certified CHW, Promotora Certification of Training, or ability to successfully complete Promotora Certification.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of health care education.
* Ability to work with sensitive information and maintain confidentiality.
* Strong interpersonal and organizational skills.
* Strong verbal and written communication skills.
* Ability to speak English and Spanish.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move moderate weight objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Ability to exert moderate force.
* Work beyond normal office hours and/or work on weekends.
* Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**