**Community Health Worker II Standard Job Description**

**Classification Title:** Community Health Worker II

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Community Health Worker II, under general supervision, recruits patients for the clinical practice, assesses community health needs, and connects patients to social and community support resources. Assists in data collection and program assessment. Provides periodic support to outpatient clinic functions.

**Essential Duties and Responsibilities:**

**30% Patient Engagement and Outreach**

* Participates in patient recruitment, program planning, implementation, and evaluation.
* Plans, organizes, and participates in community outreach events, health fairs, and workshops.
* Communicates with patients, serving as a liaison between clinic physicians, staff, patients, and outside providers.
* Facilitates and coordinates services between health care providers.

**20% Patient Support and Coordination**

* Assists patients seeking financial and other social and/or community support services.
* Coordinates appointments, ensuring that appropriate medical records are available.
* Assists clinical support staff in the flow of patients within the clinical environment.

**10% Supervision and Training**

* Supervises Community Health Worker (CHW) students, trainees, and volunteers, both in clinic and community settings.
* Serves as an instructor to CHW students and trainees in formal, structured programs.

**10% Data Management and Research**

* Collects and analyzes data on clinical services.
* Participates in research and scholarly activities related to health promotion and disease prevention.

**10% Basic Medical Support**

* Provides first aid and basic medical screening services.

**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:**

* Associate degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience.

**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**