

Job Title: Community Health Worker	Position Number:
--	-------------------------

JOB SUMMARY/ESSENTIAL JOB FUNCTIONS: Under the direction of an assigned supervisor, this position will be responsible for providing health coaching and patient navigation services for patients at XYZ clinic. Duties include providing patients with motivational interviewing-based coaching sessions, referrals as needed to clinic and community providers, and health-related resources for heart health-related chronic condition and lifestyle management. In addition, this position will complete administrative duties including outreach activities to patients, scheduling, documentation, and data collection.

DUTIES AND RESPONSIBILITIES:

1. Completes orientation and training activities.
2. Conducts virtual and/or in-person health coaching sessions.
3. Provides patient as needed with referrals to clinic and community providers.
4. Provides educational resources to patients.
5. Provides outreach activities in response to provider referrals.
6. Engages and motivates patients on chronic condition and lifestyle management using the motivational interviewing approach.
7. Collects and enter data/documentation into database and medical records.
8. Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION: High School Diploma or GED. **(TRANSCRIPT REQUIRED)**

EXPERIENCE: Two (2) years work experience. Prior experience in a health coaching, health clinic, or other health-based organization preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively orally and in writing with program participants, health care providers, and community partners.
- Ability to approach/treat all patients and colleagues with respect, acceptance, unconditional positive regard, and a patient-centered, non-judgmental approach regardless of gender, race, religious or other beliefs, sexual orientation, or culture.
- Willingness to engage in a comprehensive training program and work towards competency in a complex skill-set that takes practice, mentoring, and feedback.
- Ability to assess needs of patients and respond appropriately.
- Ability to work in Microsoft Office Suite and other virtual platforms.
- Ability to be self-motivated, responsible, and dependable.
- Ability to be tactful and professional in dress and demeanor both in-person and virtually.
- Ability to relate to individuals working to manage or prevent chronic illnesses who may have negative social determinants of health.

WORK SCHEDULE:

This position may be occasionally required to work evenings and weekends.