

# York County Community Action Corporation

## Nasson Health Care Community Health Worker Job Description

**REPORTS TO:** Director, Care Management

**STATUS:** Nonexempt; Full time

**PAY GRADE:** 5

### **PURPOSE:**

The Community Health Worker will work collaboratively with the Care Management team and Nasson Health Care's team of healthcare professionals to promote patient access to a range of programs and community resources. These outreach efforts will focus on specific target populations and will supplement health care service delivered in primary, specialty, inpatient, dental and behavioral health care settings utilizing the Patient-Centered Medical Home model of care delivery.

### **RESPONSIBILITIES:**

1. Participate in outreach initiatives to carry out primary prevention activities in community settings.
2. Facilitate support to patients needing assistance in managing chronic health conditions, medication management and/or social needs.
3. Assess patients' formal and informal support systems.
4. Assist patients in developing the skills and expertise to advocate on their own behalf.
5. Make home visits when necessary to obtain missing or validating information on the patients' status.
6. Work with Care Management team to modify care plans to ensure the effectiveness and appropriateness of services; ensure that services are being delivered and meet the needs of the patient in collaboration with other members of the treatment team.
7. Serve as patient advocate making them aware of community resources.
8. Collect and record data and complete program reports as requested.
9. Document all patients' information accurately in an electronic medical record system.
10. Work with care team members to assure that demographic and clinical information is accurate.
11. Maintain confidentiality of patient records in accordance with HIPAA guidelines and YCCAC/NHC policies.
12. Demonstrate the ability to prioritize and perform multiple functions.
13. Display a professional manner and image while interacting with patients and colleagues and while representing YCCAC/Nasson to partner agencies.
14. Performs out other duties as assigned or as necessary to fulfill the position.

### **QUALIFICATIONS:**

1. Associate degree in a healthcare related field, public health or social work.
2. Minimum of two years working experience in a primary care medical practice, social service agency or mental health facility.
3. Strong written and verbal communication skills.

4. Strong computer skills with proficiency in Microsoft Word, Excel, Outlook, and electronic medical record system. NextGen experience preferred.
5. Broad knowledge of community resources that can address patient needs outside of the clinical setting.
6. Working knowledge of Patient Centered Medical Home standards and HIPAA privacy regulations.
7. Must possess a good driving record and be able to travel with use of personal vehicle.
8. Competence in multiple cultures and languages desirable.
9. Must not have an active record with the System for Award Management

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Care Management Director any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	F	Sitting	F	N (Not applicable)
Carrying	O	Standing	F	O (Occasionally) on/off up to 3 hrs. per day
Driving	F	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	F	12 lbs or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Community Health Worker** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign, a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_