

COMPREHENSIVE COMMUNITY HEALTH CENTERS, INC.
JOB DESCRIPTION

POSITION: COMMUNITY HEALTH WORKER
REPORTS TO: OUTREACH PROGRAM MANAGER
FLSA STATUS: NON- EXEMPT

JOB SUMMARY

The Community Health Worker (CHW) is responsible for providing outreach and education services including health promotion and community intervention activities for access to healthcare, insurance enrollment and family planning and preventive health services. Works with other associates, community leaders and volunteers to coordinate new programs and services to meet CCHC community benefits and outreach needs. As an advocate for community health the CHW also works to educate the general public on the services available at CCHC and eligibility requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement innovative outreach strategies to identify uninsured individuals in CCHC's service area.
- Assist patients in understanding options for health insurance coverage through the Affordable Care Act.
- Assist patients in the enrollment process by completing all necessary forms and obtaining all necessary documents; conducts eligibility determination and enrollment in Medi-Cal and California's Health Benefits Exchange.
- Assist patients in utilizing health insurance and resources, including scheduling medical appointments.
- Advocate for patients and community participants' rights, health, and well-being; encourage participants to advocate for their own health.
- Keep accurate logs of all outreach and enrollment activities; share all data with direct supervisor.
- Participate in all required State and Federal trainings; meet certification requirements.
- Establish and maintain relationships with community-based organizations; participate in community events; network with community stakeholders.
- Continuously expand knowledge and understanding of community resources.

EDUCATION AND EXPERIENCE

- Bachelor's degree desirable
- Two years of experience working in related field

- Proficient in Microsoft Office
- Must have a valid Class C driver's license and reliable transportation