

Job Title: Community Health Coordinator
Department: Strategic Initiatives – Community Health
Reports To: COO / Community Health Manager
FLSA Status: Exempt
Reviewed: 9/30/2021 and updated 8/31/2022

FUNDING NOTICE: The position will be reviewed by March 31st annually to determine funding availability in the new fiscal year beginning July 1st annually.

COVID-19 Notice: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

MISSION STATEMENT

HRCAP connects people to educational, social and economic programs that create self-sufficiency thereby changing lives, creating hope and making our community a better place to live.

VISION

A strong, vibrant community where all citizens are self-sufficient and empowered.

VALUES

Community Action Agencies improve people's lives, embody the spirit of hope, improve communities and make America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

SUMMARY

The Community Health Coordinator will address a broad range of health issues while providing ongoing community resources. The position will deliver services through one-one-one interactions or in group sessions that can take place in homes or community settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

- Provide customers with coaching on health, mental health, and nutrition services.
- Assist families to sustain the social, health, economic, behavioral, and emotional functioning of individuals and families.
- Provide information on careers in the medical/healthcare field for customers working on career goals.
- Conduct outreach to communities served by HRCAP, ensure that individuals and families have access to available healthcare resources.
- Assist with making referrals of qualified customers to clinics and providers serving the community.
- Conduct workshops on nutrition, opioid abuse, pain management, and vaccine efficacy.
- Develop and deliver culturally appropriate informational literature (brochures and flyers) into the community.

- Plan and conduct workshops to provide information on vaccines and other health initiatives..
- Prepares and completes various forms, reports, correspondence, case records, client activity reports, service plans, assessment instruments, needs assessments, purchase orders, invoices, applications, funding reports, charts, or other documents.
- Maintains confidentiality of department issues and documentation.
- Provides assistance to other employees or departments as needed.
- Represent the organization in professional, civic, and community groups as requested by Executive staff.
- Performs other related duties as required.

SKILLS REQUIRED include the following. Other skills within the scope of this position may be assigned.

- Strong analytical skills, business acumen and the ability to achieve desired outcomes working with cross-functional teams with and without direct reporting relationships.
- Helps establish performance measures and monitors outputs and outcomes.
- High-level communication and interpersonal skills a must.
- Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.

SUPERVISORY RESPONSIBILITIES

Staff assigned by Supervisor.

SAFETY RESPONSIBILITIES

In addition to complying with the guidelines for all associates:

Comply with all Federal, State and Local regulatory standards and procedures.

Ensure that all associates are trained in HRCAP's Safety Policies, Rules and Regulations; trained for the jobs they will be performing; trained for the equipment they will be using; and understand the potential safety hazards in their work area.

Ensure that applicable personal protective equipment is available, in proper operating condition, and used for each job performed.

INFORMATION PRIVACY AND SECURITY

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty to a high standard. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Obtain membership with the Virginia Community Health Work Association within six month of employment.
- AA degree in Human Services field, Social Services, Sociology, Human Services, Psychology, or a minimum of two years of appropriate and related experience with public assistance program administration.
- Experience with program eligibility evaluation.
- Must possess experience working with TANF and VIEW eligible clients.
- Expertise in MS Office-Excel, PowerPoint, and Word
- Criminal record check, driving record and credit report required for employment
- Track record for maintaining and deepening relationships with clients, community partners, etc.
- Adept at networking, building relationships, and community engagement
- Prior experience working in a clinical setting or other health-related capacity.
- Ability to work across the organization to deliver solutions that meet internal and external objectives.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires valid driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



LIGHT

Lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Walking or standing to a significant degree involves sitting most of the time with a degree of pushing and pulling.

WORK ENVIRONMENT

There are no unusual work environment characteristics associated with performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



MODERATE

Occasionally exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

STANDARDS FOR MEASURING PERFORMANCE

The effectiveness of the performance of the Community Health Coach will be measured by the following standards:

1. Number of healthcare professionals hired in the community (Southside and Peninsula).
2. Number of health, mental health, and nutrition workshops held.
3. Number of successful referrals made to service provider network partners.

4. Number of partnerships and MOUs signed.
5. Quality and level of effectiveness in building community relationships among service partners to ensure clients obtain employment.
6. Coordination with staff in planning and orchestrating HRCAP initiatives relevant to program needs and strategic direction.
7. Overall contribution to the achievement of the organization's mission and objectives.

RECEIPT OF JOB DESCRIPTION

I have received, reviewed and understand this job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Print Name _____

Associate Signature _____

Date _____