



## Community Health Worker Job Description

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**IAC Mission:** The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

**Job Summary:** IAC Community Health Workers (CHWs) will support residents in improving their health through outreach, education, and follow up. They will focus on connecting residents to the healthcare and mental healthcare systems, enrolling them in health insurance and public benefits, leading health education and wellness promotion activities, and helping residents access other resources that are needed to support healthy and sustainable families, regardless of their immigration status.

**Status:** Part-Time 15 hours per week, Non exempt

**Reports to:** Public Health Coordinator

**Pay Rate:** \$15/hr

### **JOB DESCRIPTION/RESPONSIBILITIES:**

- Conduct outreach and education to individuals who are in need of health care and social services to increase utilization of the health care system
- Serve as community liaison and maintain relationships with key individuals in the community
- Assist participants with obtaining access to health care and supportive services, including coordinating medical care with providers and facilitating appointments
- Assist participants with maintaining relationships with care providers for follow-up screenings and treatment, and supporting adherence to program follow-up
- Accurately complete reports as required
- Participate in meetings, conferences and committees as assigned
- Assist staff in collaborating with community health and social service providers and partner agencies to identify barriers and service gaps
- Provide education, information and referrals to clients; locate, identify, and utilize new social services and resources
- Maintain current knowledge of general health and wellness information, insurance coverage, and available services and resources
- Maintain the highest level of client confidentiality, in person and in practice
- Other duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE**

- Basic knowledge of health education, motivational strategies and an empathetic manner working with the underserved
- Basic knowledge of healthcare systems
- Ability to work with other members of the healthcare team and community to provide quality health care services

- Ability to communicate effectively both orally and written.
- Ability to work with vulnerable populations in a non-judgmental manner
- Possession of valid Illinois Driver's license and willingness to use personal vehicle in course of employment.
- Bi-Lingual in English and another South Asian language preferred, such as Hindi, Urdu, Gujarati, or Bangla.
- High School diploma preferred or commensurate life experience.
- Familiarity with the West Ridge Community and/or South Asian immigrant community.
- Experience with computers and data entry and management; experience with databases is a plus
- Experience with community outreach, community-based health education and/or public benefits enrollment is a plus
- Demonstrated ability to build relationships and work in a collaborative fashion
- Must be detail-oriented and able to work independently
- Ability to work some evenings and weekends each month as required by the job

IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, 401K, flexible schedule, and generous PTO. Please forward resume, cover letter, and list of three professional references. Interested applicants should submit to: Human Resources at [jobs@indoamerican.org](mailto:jobs@indoamerican.org)

**Deadline for Submission: July 30th, 2021**