

## Greenleaf Family Center

**Job Title: Community Health Worker**

**Job Type: Full Time – Non-Exempt**

**Schedule: Monday through Friday-At times there may be some required non-traditional evening hours and weekend hours.**

Reports to: Moms and Babies First Program Director

**Formal Education Required:**

- High School or Equivalent (Required)
- Must be over 18 years of age

**Job Summary**

Under the general supervision of the Program Director of the Moms and Babies First Program here in Summit County, provide African American pregnant women with assistance accessing early and consistent prenatal care, support them throughout the pregnancy, make regular in person contacts, regularly assess their needs and assist them with meeting their needs through available community resource referrals.

**RESPONSIBILITIES & EXPECTATIONS**

- To enroll African American pregnant women from targeted zip codes in Summit County, identified as having high numbers of pregnant women who do not receive early and consistent prenatal care.
- Responsible for establishing trusting relationships with patients and their families while providing general support and encouragement.
- Providing ongoing follow-up and goal setting with patients through home visits.
- Be knowledgeable about community resources appropriate to needs of patients/families.
- Be responsible for providing consistent communication to the Community Health Worker (CHW) Supervisor to evaluate patient/family status and ensure data is entered properly into the State database
- Act as a patient advocate and liaison between the patient/family and community service agencies (i.e. schools, Job and Family Services, hospitals, support groups, etc.).
- Actively engage in teamwork
- Understand and effectively use of Ohio Comprehensive Home Visiting Integrated Data System (OCHIDS) and computer applications such as Outlook, Word and Excel; meet all data entry deadlines and requirements
- Attend regular staff meetings, trainings and other meetings as requested.

- Help patients connect with transportation resources and give appointment reminders in special circumstances.
- Act in unison with management and all other staff to achieve stated agency goals.
- Knowledgeable computer applications such as Outlook, Word and Excel
- To address barriers to early and consistent prenatal care including lack of transportation, no insurance, unplanned pregnancy, and no support.
- To provide parenting services within the guidelines and for the time period prescribed by the funding source after the baby is born
- To enroll women in WIC, Healthy Start and other community resources as needed
- To provide resources and referrals regarding prenatal care
- To offer support and information to pregnant women using 'Partners for a Healthy Baby' Curriculum
- To maintain accurate OCHIDS data as prescribed and keep files current.
- To meet regularly scheduled meetings with the Program Director on bi-weekly individual basis and monthly as a team (or as deemed necessary by Program Director).
- To effectively communicate concerns and questions to and with the Program Director.
- To attend quarterly OCHWA trainings in Columbus and all other trainings required by the State
- To participate in community events as assigned.
- To represent Moms and Babies First, all hospitals, clinics, private care providers and Greenleaf Family Center in a professional manner.
- To canvass as required.
- To offer support services and education to the mother after the birth, including lactation education, baby care education, circumcision care education, emotional support and other similar services.
- All other duties as assigned.

### **Requirements**

Community Health Worker Certification required or obtained within 90 days of hire. Strong interpersonal, organizational and written skills. Ability to function effectively in a team approach to service delivery. Must possess a valid driver's license, a personal vehicle, and automobile insurance to operate a motor vehicle in Ohio.

### **Additional Comments:**

Demonstrate a personal awareness and sensitivity to the cultural and socioeconomic characteristics of persons served by Greenleaf Family Center.

**Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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Employee Signature/Date

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Supervisor Signature/Date

Any addendum accepted by the employee becomes a part of the job description.