

Latino Community Association
Position Description
Community Health Worker
Location: Central Oregon



GENERAL POSITION SUMMARY

Our Community Health Worker (CHW) will join our Healthy Families Team to support OHP enrollment and health resource navigation, ensuring Latine families can access healthcare services. You will answer questions, enroll eligible clients in OHP, and share community resources to help clients access services and opportunities. Responsibilities include OHP navigation and enrollment assistance and community outreach and engagement. Additional duties include regular communication with LCA staff, reporting to the Healthy Families Coordinator, collaborating with community partners, and using our online database and state web portal. Special training will be provided. This role is regional, and requires travel to Bend, Redmond, Madras, and Prineville.

COMPENSATION

Compensation is \$20 per hour. This position is part-time, 20 hours/week (0.5 FTE), with planned increase to full-time (40 hrs/week) in Fall 2024. Work schedule is somewhat flexible, but requires regular day, evening and occasional weekend work. Work-related mileage will be compensated according to the regional or county prevailing rate. This does not include mileage between work and home.

PRIMARY RESPONSIBILITIES

Navigation and Enrollment Assistance

- Complete training to effectively utilize online database and reporting systems.
- Complete Oregon Health Authority (OHA) required training and certification to fully understand health insurance coverage options and how to navigate the internet-based state web portal.
- Schedule appointments to assist clients with OHP enrollment and help them access services.
- Follow client record retention procedures according to Oregon Health Authority protocols.

Outreach and Education

- Work collaboratively with our Healthy Families program team to support all efforts to reach out and educate families, community partners and businesses about health resources.
- Attend community events to reach potential clients and network with community partners, as needed.
- Communicate effectively with clients, families, and community stakeholders to build trust and promote health initiatives.
- Participate in ongoing training and professional development opportunities to stay current with best practices in community health work.

Administration and Reporting

- Record client and service data in a timely and organized manner.
- Attending regular meetings with the Oregon Health Authority (OHA) and local medical partners.
- Monitor and evaluate plans, systems, approaches, etc. and make improvements to ensure excellent customer care.
- Maintain accurate and up-to-date records of hours worked, miles driven, and expenses incurred.
- Other duties as assigned.

Minimum Requirements:

- Current CHW Certification or on track to become certified
- Bilingual (English-Spanish) speaking/writing proficiency
- Bi-cultural awareness - knowledge of issues facing Latinos/as and/or immigrant communities
- Basic understanding of or experience with the Oregon Health Plan (OHP)
- Public presentation experience
- Familiarity with common computer programs (MS Word, Excel, online tools) and databases.
- Professional and friendly disposition
- Ability to communicate effectively by telephone, email, and in-person
- Team-player mentality and collaborative can-do approach to work
- Organized and reliable

Preferred Qualifications:

- Experience in conducting community outreach, education, social services, and/or other related activities.
- Active Certified Application Counselor (Oregon Health Authority) status.
- Specific knowledge and experience with health care, health insurance and/or services for immigrant families
- Knowledge of Central Oregon community resources
- Experience living in Central Oregon with established professional/personal connections

To apply for this position, send the following materials via email to hr@latca.org. Please write Community Health Worker in the email subject line.

- Cover letter highlighting how your qualifications fit the position and why you think you are the best person for the job.
- Detailed resume that speaks to the qualifications and responsibilities listed above.
- Contact information for two or more professional references.

For more information about the Latino Community Association, visit www.latinocommunityassociation.org

Commitment to Diversity and Inclusivity: LCA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

Equal Opportunity Employer: We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation