Community Health Worker Program Manager

The mission of Familias en Acción is to promote health and wellness for Latinos in Oregon.

**Position Summary:** The CHW Manager supervises the CHW program and also works directly with clients, families, and health care personnel to support Latino clients with chronic diseases. This CHW will be working with client health information and must be able to maintain strict confidentiality using the HIPAA requirements. This position requires a leader who is flexible, self-directed person and who can prioritize the workload. This person should have experience with conducting home visits and accompanying people to medical visits. This person must be an excellent communicator with Latinos in the community as well as professional health care employees and must be bilingual in English and Spanish. The person must have a strong background in working with the Latino culture and understand the nuances of the cultural values that impact medical care. They must be able to empower the clients to manage their health and to face difficult health issues. Experience and knowledge of the health care system is required. This is a fast-paced, interactive, demanding environment. Excellent phone and computer skills are required. Salary is $45,000.

**Reports to:** Executive Director

**Job Responsibilities:**
- Manage the CHW program, supervise employees and conduct evaluations
- Supervise the referral process and data collection in CLARA
- Communicate with community partners and health providers
- Assist CHW’s and clients in addressing social determinants that serve as barriers to health
- Coordinate and teach health classes and participate in health fairs, including some weekends
- Write monthly reports
- Other duties as required

**Requirements and Qualifications:**
- Master's Degree in Public Health, Public Administration or Social Work desired
- Bachelor degree required
- Certification as a Community Health Worker preferred
- Minimum of three years of experience after graduation with Bachelor Degree, in human services, healthcare, social services or non-profit sector with demonstrated knowledge of working with the Latino community
- Self-motivation and the ability to work independently with strong analytical and problem solving skills
- Possess excellent attention to detail, good organizational skills and ability to prioritize multiple tasks
- Excellent working knowledge of Microsoft Office computer program and data entry skills
- Valid driver’s license, insured and reliable car available for work
- Bilingual in English and Spanish with the ability to communicate effectively, both orally and in writing
- Understanding of medical terminology and ability to convey the concepts to clients in Spanish
- A valid driver’s license, auto insurance and a working automobile are required

Familias en Accion provides health insurance, PTO and a retirement plan.

Send cover letter and resume to info@familiasenaccion.org.