Metro Community
Health Center

Community Health Worker

Metro Community Health Center extends great benefits to our eligible employees.
MCHC current benefits are:

- MCHC pays 100% of the employee premium for UPMC Gold Small Business Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 11 paid holidays
- 401k with a 4% match

PRIMARY FUNCTIONS

- Support the goals and objectives of MCHC's WEBS program by complying with all required documentation, reporting, and implementation protocols
- Administer baseline and follow-up health-related quality of life questionnaires
- Communicate with MCHC's care coordinators, other care team patients, and providers as necessary
- Refer to MCHC care coordinators for ongoing care management and coordination outside of the CHW scope of practice
- Maintain patient confidentiality and follows security protocols at all times
- Help individuals to understand benefits of choosing healthy lifestyle habits, provides behavioral change support, and assists with goal setting and action planning
- Serve as a health advocate who actively engages individuals to reduce targeted gaps in care
- Educate patients about how to use the healthcare system and the importance of establishing a medical home
- Educate/Inform the health and social service systems about community needs and perspectives
- Serve as a resource, linking eligible patients to resources and services available in the community including but not limited to transportation and social support groups
- Promote patient medication and treatment adherence through assessing patients' readiness to make changes
- Support care coordinators/primary care team in monitoring and evaluating patients' needs, including prevention, and behavioral health treatment; care transitions; and social and community service needs
- Deliver health information using culturally appropriate concepts
- Attend staff and other supervisory meetings
- Document all program related activities in the designated system/database
- Use problem-solving skills to serve the health center's patient population

- Use computers for accessing electronic health records for data retrieval, data entry, charting updates, etc.
- Effectively communicate using excellent verbal, non-verbal, and written communication skills
- Regular attendance in accordance with schedule
- HIPAA Compliance
- Ensure all tasks provided and associated with patient care, patient administrative processes, and related duties comply with all regulatory and accreditation standards, as well as policies and procedures
- Ensure that regulatory (HRSA, VFC, OSHA, CLIA) Standards are maintained according to policies and procedure
- Perform miscellaneous job-related duties as assigned

REQUIREMENTS

Education and/or Experience
High School Diploma or its equivalent

Language Skills
Written and oral fluency in English required

Teamwork
Ability to create and maintain effective, collaborative, working relationships with peers, colleagues, management, and community partners in meeting the goals and objectives of the organization and the project.

Reasoning Ability
Independent judgment concerning day to day work tasks (i.e. prioritization of tasks, managing work schedule, consistent and timely follow through and follow- up) .
Must possess sound decision making and problem-solving abilities.

Computer Skills
Microsoft Office software basic skills

Certificates, Licenses, Registrations
None required

REQUIRED CREDENTIALS:
- At least eighteen (18) years of age
- Criminal clearances (Act 33 and 34 clearances, specific State and child clearances)
- Valid driver's license
- Must be able and willing to work flexible hours, when needed
- Must have reliable transportation

ADDITONAL QUALIFICATIONS

***All candidates applying will need to be vaccinated for COVID and show proof of receiving the COVID vaccine before being interview and hired. ***