



**Job Title: Community Health Educator & Clinical Assistant – Bilingual (Spanish/English)**

**Department(s):** Community Health

**Position Summary:** The Community Health Educator – CA will deliver one-to-one and group health education to patients and community members, adults, and youth. They will use their skills to support Community Health Team events and projects.

**Supervision Received:** Director of Community Engagement and Grants Management

**Supervision Exercised:** None

**Hours/Week** 40  Full-Time  Part-Time  Exempt  Non-Exempt

**FLSA Definition:**

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**COMMUNITY HEALTH EDUCATOR (40%)**

**ESSENTIAL FUNCTIONS:**

- Develops trusting relationships with community members and patients, creating an appropriate space to provide health education--may include older youth, adults, and senior adults
- Delivers health education on a variety of topics (after receiving training) including but not limited to family-planning, unintended pregnancy prevention, sexually transmitted infections, chronic disease, mental health. Delivers one-time and ongoing classes with fidelity to a provided curriculum
- Works with patients to support and monitor care:
  - Assesses patient's and family's unmet health and related social needs and provides resources
  - Monitors patient adherence to care plans, provides health education, and encourages patient to engage in care plan
  - Conducts reminder calls and implements other reminders to patients due for screening and preventive services, physical exam, and other preventive care visits and procedures. Assists with scheduling appointments
- Under direction of the Community Health Director, develops tools for and implements activities to deliver health outreach and education. Identifies outreach locations, events and other strategies and activities to promote education of target population
- Provides outreach and education at community sites and agencies, health fairs and events. This may include one-on-one and group informational and educational meetings, distribution of flyers, etc.

- Participates in external meetings, trainings and task forces to build effective relationships and partnerships; shares information and promotes NHS programming
- Tracks and reports data for activities and patients. Documents pertinent information in electronic medical record. Assists with related data gathering.
- Performs other duties as assigned

### ***PROJECT COORDINATOR (35%)***

#### **ESSENTIAL FUNCTIONS:**

- Provides administrative support to Community Health Team events including schedule tracking, supply and materials management, and data reporting
- Completes administrative tasks for partnerships, managed by the CH Director, with community partners

### ***CLINICAL ASSISTANT (25%)***

#### **ESSENTIAL FUNCTIONS:**

- Provides safe and appropriate vaccinations for children and adults as part of the clinical work of Neighborhood HealthSource
- Documents all clinical work appropriately in the electronic medical record
- Provides back up coverage for medical assistants for the clinic
- Completes all training needed to work to standards for immunization providers, under clinical supervision of the Community Health RN

#### **REQUIRED QUALIFICATIONS:**

- Ability to give vaccinations in Minnesota
- Minimum of HS Diploma/GED
- Demonstrated commitment to and passion for improving the health of individuals and the community
- Competency in Microsoft Office Suite, especially Excel, Word and PowerPoint and basic computer skills
- Speak, understand, read, and write English sufficiently to carry out all essential duties
- Spanish language fluency (written and oral)
- Minimum of six months working in a community outreach program and/or in a customer service position

#### **HELPFUL QUALIFICATIONS:**

- At least two years of in-clinic or in-community experience with delivery of health education/information to diverse populations or work in a similar area
- Health education experience in chronic disease, women's health, reproductive health and/or family planning

- Demonstrated experience in conducting community outreach, experience, and comfort with public speaking
- Familiarity with North and/or Northeast Minneapolis communities
- Community Health Worker Certification and/or Medical Assistant diploma

**PROFESSIONAL EXPECTATIONS OF THE POSITION:**

- Able to travel to multiple sites in a timely manner. Valid driver's license, insurance and vehicle required
- Effectively and empathetically communicate about potentially sensitive personal and intimate issues or concerns with people of all ages and backgrounds
- Maintain confidentiality
- Work independently and as part of a patient-centered care team
- Work flexible hours, including some evenings and weekends (up to 8 hours a week)
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings, agency functions and meetings as required
- Works at any or all NHS clinic locations, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification. Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes, and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to socio-economic, race and ethnicity, nationality, and religion, both in-clinic and in the community
- Demonstrates commitment to agency mission and goals
- Plans and self-organizes daily work, multitasks when necessary

**Attachments**

- Physical and Mental Requirements
- Work Environment