



Job Description

Job Title: Community Health Coordinator

Reports to: Director of Operations

FLSA Status: Non-Exempt, PT, 32 hrs/week

Date Last Revised: May 6th, 2019

Salary: \$12-\$15/hr DOE

Job Summary

Responsible for coordinating the community and mental health programs of Genesis Community Health.

Duties and Responsibilities

Training/Coordination: Train and coordinate community health workers

- Improve CHW training for volunteers as needed
- Train CHW volunteers
- Coordinate volunteer CHW activities

Patient/Client Navigation: Navigate patients/clients between social services in the community

- Meet with new patients/clients and introduce to "Stepping Stones" goal planning
- Complete patient intake assessment and goal planning with patients
- Follow-up with patients/clients to achieve Stepping Stones
- Collaborate with the Genesis team concerning high-risk patients/clients to ensure appropriate continuity of care
- Home visits of patients/clients as needed
- Coordinate CHWs assisting with patient/client navigation
- Record, track, and report on outcome objectives and goals
- Record and track community referrals and mental health referrals for patients in EMR
- Engage in patient/client navigation at partner agencies throughout the Boise area

Community Mobilization: Promote the initiatives of the Garden City Community Collaborative (GCCC)

- Lead the Garden City Community Collaborative
- Promote and help implement community health initiatives developed by the GCCC
- Recruit new patients/clients in Garden City needing services offered by members of the Collaborative
- Assist with community needs assessments

Community Liaison: Understand and advocate for the health needs of the community

- Coordinate relationships with mental health providers serving Genesis patients
- Spend time in the community getting to know its members and their needs
- Regularly report community needs to the Collaborative
- Facilitate the translation and interpretation of materials needed by non-English speakers

Other Duties as Assigned



Minimum Qualifications

- Demonstrate a growing personal relationship with Jesus Christ
- BSW or bachelor's degree in related field (public/community health, health education, global health, etc.)
- Empathy and experience working with those facing economic hardship
- Demonstrated health literacy
- Ability to lead and motivate others towards improved health and wellbeing
- Ability to partner positively with faith-based, secular, and governmental organizations
- Familiarity with local resources available to assist those facing economic hardship
- Ability to pray with patients/clients if requested
- Ability to speak professionally in public settings
- Proficiency in Microsoft Office and Excel
- Must successfully pass criminal background check

Superior Qualifications

- Bilingual in Spanish and English
- MSW
- Experience leading community health initiatives
- Experience using an EMR
- At least 1 year's experience working in the social service/non-profit sector
- At least 1 year's experience in case-management
- At least 1 year's experience in community outreach

Working conditions and physical demands

- Ability to work in a very busy and dynamic environment
- Ability to move around the building
- Ability to sit, stand, bend and stoop for periods of time
- Ability to exert up to 50 pounds of force occasionally
- Ability to respond to emergency/crisis situations
- Ability to work in an environment that includes exposure to blood and/or body fluids, and people who are ill

To apply, please send a resume and cover letter to Josh Campbell, Director of Operations, at Genesis Community Health—josh@genesisch.org