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**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Community Health Worker

Employer/ Agency: Houston Aging in Place Innovations (HAPI) Project/ Neighborhood Centers Inc.

Job Description: Operates as part of the Houston Aging in Place Innovations Project Team to provide neighborhood elderly residents aging in place with case management that connects them with needed services, and to develop, with local leaders and service partners, neighborhood assets, resources and service delivery networks needed by elderly residents and their caregivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Management retains the discretion to add/ change the duties of the position at any time.

Case Management Supportive Services

Support Neighborhood Case Managers in the completion of referrals and provision of, or connection with additional services that enable and facilitate the completion of case management referrals and related duties as needed. Tasks may include any or all of the following:

- Provide direct, individualized assistance, guidance, direction and support to elderly case management clients in following-through and completing referrals for needed services, overcoming access barriers such as lack of transportation.
- Directly assist case management clients in completing service applications and other paperwork required to obtain needed services, and securing client records needed for completion of paperwork.
- Maintain accurate and confidential information on each client served.
- Conduct timely follow-up contacts with client, and with service providers on client's behalf, to ensure that linkages to services are successful.
- Collaborate with the Neighborhood Case Manager, Field Specialists and Senior Center Specialists to facilitate and improve service access, ensure effective linkages and follow-up, as needed.

- Network with appropriate neighborhood and broader community agencies and service providers to assure optimal client access to their programs, and to identify and overcome administrative barriers to access as needed.
- Attend agency conferences and meetings; participate in in-service training and seminars.
- Recruit, train and supervise 2-3 neighborhood-specific Elder Care Field Workers to carry out individualized and often personal support tasks needed by case management clients to achieve their service plans; provide Field Workers with the resources and connections needed to complete their tasks.

Community Development

As part of the HAPI Project Team:

- Contribute to Team achievement of Project goals on established timelines;
- Assume responsibility for continuous quality improvement and innovations using an appropriate tool or process;
- Contribute to Project planning, Team coordination, and staff training
- Contribute to ongoing assessments of project service area neighborhoods in collaboration with local leaders and service partners;
- Assist the Case Manager in recruiting, forming and supporting a neighborhood Elder Care Action Team that will assist in community development activities that are critical to HAPI Project success; and
- Assist the Case Manager by joining and/or facilitating neighborhood development councils and service provider networks, providing linkage to HAPI project and agency resources, in coordinating and implementing community improvement plans.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school graduate or equivalent, 1-2 years of college preferred; and
- 1-3 years related experience and/or training in providing social services, health services or community services for the elderly; and
- Certified Community Health Worker Training (provided with this position); and
- knowledge of appropriate community resources.

LANGUAGE SKILLS:

Must be able to read, write, and speak English proficiently. Ability to read, analyze and interpret government health and social welfare service applications, forms, directions, guidelines and regulations. Ability to write reports, business correspondence and effectively present information and respond to questions from groups, clients, customers, and the general public. Ability to accurately complete service request and

delivery applications and related forms, including correct attachments. Spanish language skills are a plus.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as addition, subtraction, multiplication, division, and percentages.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

- Computer literate – Microsoft Word, Excel and Outlook.
- Reliable transportation, valid driver's license and minimum auto liability insurance.
- May be required to work some evenings and weekends.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk, use hands to fingers, handles, or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Contact Person: Human Resources

Telephone: 713-669-5349

Application Method: Anyone interested should contact Human Resources (713-669-5349) at Neighborhood Centers Inc. or go to our website www.neighborhood-centers.org for an online application.

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you