

**Job Title:** Early Childhood Community Health Worker Project Manager  
**Department:** Supporting Early Education and Development  
**Last Revised:** 9/2021

### **Definition**

This statewide manager position oversees the project planning and implementation of the Nevada Community Health Workers (CHW) in Early Childhood Settings project. The first year of this project is a pilot serving the Reno/Sparks and Las Vegas communities. In year two, the pilot expands to rural communities including those on sovereign land (i.e., tribes). This position oversees two regional coordinators who supervise CHWs. CHWs visit individuals and families in early childhood settings to provide basic community outreach services and to assist with programmatic interventions necessary in an effort to increase access to health and community services for families with young children as well as the early childhood workforce. CHWs may provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as developmental screening for children.

### **Supervision Exercised**

Regional CHW Coordinators

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### **Duties**

- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and CCR&R Program Manual
- Monitor tracking system to certify that all client encounters and contracts made on behalf of clients are tracked, monthly reports are completed, client files and service plans are maintained, and outcomes are achieved in an effective manner.
- Report outcomes and communicate suggested program changes to stakeholder partners.
- Provide guidance and support to supervisory staff responsible for personnel functions.
- Works with supervisor to achieve objectives within budgeted amounts.
- Ensures that policies and procedures are updated as needed.
- Create and monitor CHW tracking of program data and evaluation of services and use this information to provide guidance to staff to develop, implement, evaluate, and revise project implementation plan
- Work closely with American Recovery Plan Evaluator to ensure tracking of all required data and information.
- Ensure staff are supported in meeting their job description including partnering with the Nevada Community Health Worker Association to implement the Early Childhood endorsement for CHWs in Nevada.
- Facilitates communication and coordinate services between providers and the clients. Coordinates and monitors services, including comprehensive tracking of clients' compliance in relation to care plan objectives.
- Works to reduce cultural and socio-economic barriers between clients and institutions.
- Organize and attend quarterly visits with regional coordinators for ongoing support.
- Fosters high standards of customer service through relationship building with community partners across Nevada.
- Participate in community outreach events to promote awareness of Community Health Workers, other Cabinet services, and key ECE messages in accordance with the annual plan.
- Participate in project improvement planning to improve service delivery and program outcomes.
- Travels to support staff in early childhood programs and attend meetings and trainings.
- Perform other duties as assigned.

## **Minimum Qualifications Needed:**

### **Knowledge of**

- Community Health Workers in Nevada and the provision of CHW services in various settings as well as multi-system outreach programs related to health care delivery, clinical education, and health-related services
- Early childhood development as well as education principles and practices that encompass different types of early learning settings.
- Project management.
- Knowledge of community agencies and resources.
- Health disparities, inequitable access to services (including transportation and other barriers to care that may be encountered by clients).
- Positive parenting concepts and work/life supports for families.
- Computer programs including Microsoft Word, Excel, Outlook, Power Point, data base programs, etc., and the desire to learn new programs.

### **Ability to**

- Communicate clearly and concisely both in writing and verbally.
- Ability to plan, implement, and evaluate individual client care plans.
- Work with various community agency partners to improve access to services.
- Creative and analytical thinking and ability to problem-solve and handle crises that providers/parents may be experiencing.
- Identify service gaps and propose improvement strategies.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.

### **Special Requirements**

- Certified Nevada Community Health Worker with at least 3-years of experience in field preferred.
- Bachelor's degree in human services project management or other closely-related field.
- Must have reliable transportation to get to and from work.
- Minimum 3 years' experience in supervision and management.
- May be required to work some evenings and weekends.
- May be required to travel in state and out of state for meetings or training.
- Must be able to lift and carrying up to 40 pounds.

### **License or Certificate**

- Able to pass complete background check.
- Able to obtain Early Childhood endorsement within 3 months of hire.
- Must possess a valid Nevada's Driver's License and proof of insurance if utilizing a personal vehicle for company business

### **Benefits**

- Eligible to receive Cabinet benefits for full-time staff.

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