

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

Definition

Under general supervision, visits 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. 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

None

Duties

- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and CCR&R Program Manual
- Contribute to the tracking and reporting of outcomes, program data and evaluation of services.
- Help parents and child care professionals navigate healthcare and social service systems.
- Determine eligibility and enroll individuals in health insurance plans
- Provide informal counseling, health screenings (including developmental screenings for children), and referrals.
- Educates client on the proper use of the Emergency Room, and assists in accessing health related services, including but not limited to: obtaining a medical home, providing instruction on appropriate use of the medical home, overcoming barriers to obtaining needed medical care and /or social services.
- Continuously expands knowledge and understanding of community resources and services. Facilitates client access to community resources, including locating housing, food, clothing, prenatal classes, parenting, and providers to teach life skills, and relevant mental health services. Assists clients in utilizing community services, including scheduling appointments with social services agencies and assisting with completion of applications for programs for which they may be eligible.
- Provide culturally appropriate health education on topics related to chronic disease prevention, physical activity, and nutrition
- Facilitates communication and coordinate services between providers and the clients. Assists in enrolling clients in needed services and follows up after enrollment to provide an update on status.
- Works to reduce cultural and socio-economic barriers between clients and institutions.
- Document all client encounters and contracts made on behalf of clients; completes and submits monthly reports; maintains comprehensive electronic client files, which include client notes, release of information, assessments and other medical documents acquired on behalf of the client. Documents activities, service plans, and outcomes achieved by client in an effective manner.
- Fosters high standards of customer service through relationship building with clients and key stakeholders.
- 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 extensively to early childhood programs, community locations, various agencies, and other outreach destinations.
- Perform other duties as assigned.

Minimum Qualifications Needed:

Knowledge of

- Early childhood education principles and practices that encompass different types of child care settings.
- Early childhood development
- Knowledge of community agencies and resources.
- Multi-system outreach programs related to health care delivery, clinical education, and health-related services
- Transportation and other barriers to care that may be encountered by clients.
- Ability to communicate medical information to health care professionals and care coordinators over the telephone.
- Skill in use of personal computers and related software applications, including e-mail.
- Skill in organizing resources and establishing priorities.
- Positive parenting concepts and work/life supports for families.
- Computer programs including Microsoft Word, Excel, 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
- Must have reliable transportation to get to and from work.
- 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 carry 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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