Community Health Worker Program Coordinator Job Description

ORGANIZATION: Nevada Division of Public and Behavioral Health (DPBH), Bureau of Child, Family and Community Wellness, Chronic Disease Prevention and Health Promotion (CDPHP) Section

POSITION TITLE: Community Health Worker (CHW) Program Coordinator

Compensation: $19-24/hr.— (contractual position)

To apply, please submit cover letter and resume to Jeanne Broughton at jbroughton@health.nv.gov.

POSITION SUMMARY:

The Nevada Division of Public and Behavioral Health (DPBH), Chronic Disease Prevention and Health Promotion (CDPHP) Section is seeking a full-time, 40 hours per week, coordinator for our Community Health Worker (CHW) Program. This contract position will be housed in Carson City, Nevada. The Project Coordinator will manage the planning, implementation, monitoring, and reporting for CHW Program grant initiatives and projects; take the lead managing sub-grants associated with the program, as well as collaborate with key partners and stakeholders. Programmatic efforts include, but are not limited to, supporting the Nevada CHW Association, providing oversight of a hybrid (online/in-person) CHW training program, and coordinating and collaborating on statewide CHW initiatives. The candidate must possess a strong understanding of evaluation and data analysis, as well as grant writing and monitoring experience, and program management skills. Additionally, the candidate must have extensive experience in health outreach, understanding of Culturally and Linguistically Appropriate Standards and cultural competency, preventive care coordination, and community collaboration. Graduation from an accredited four-year college or university in public administration, public health, or a related field is required.

POSITION RESPONSIBILITIES:

• Provide trainings and technical assistance to key partners.
• Perform grant writing, monitoring, and fiscal oversight for the CHW Program.
• Assist in data collection, analysis and reporting of progress and outcome evaluation indicators.
• Communicate with stakeholders regarding the CHW Program’s progress, successes, and barriers.
• Attend meetings, conference calls, and webinars.
• Present oral and written reports on CHW Program efforts.
• Collaborate with other programs in DPBH as necessary.
• Compile data and statistics and develop reports on CHWs and CHW interventions, certification, reimbursement, trainings, etc. in Nevada and other states.
• Complete other duties as assigned.

REQUIRED QUALIFICATIONS:

• Graduation from an accredited four-year college or university in public administration, public health, or a related field.
• Previous experience either performing or assisting in the planning, coordinating, or administering of a program/project.
• Basic computer skills including use of Microsoft Office; experience inputting, retrieving, and manipulating data.

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- Experience analyzing and interpreting policies, procedures, and rules relevant to program areas.
- Excellent personal organization skills, ability to work independently, handle multiple tasks, and prioritize and use time effectively.
- Proficient written and verbal communication skills.
- Background check and fingerprinting required.

PREFERRED QUALIFICATIONS:
- Bilingual/bicultural Spanish speaking preferred.
- Experience in program development, implementation, evaluation, and data analysis.
- Previous experience in grant writing and monitoring.
- Previous experience in database development and data extraction and analysis.
- Experience in assisting implementation and evaluation of public health programs.
- Interest in community-based public health programs.
- Demonstrated experience in grassroots organizing including education, outreach, and community mobilization.
- Previous experience in database development and data extraction and analysis.
- Experience in assisting implementation and evaluation of public health programs.

DELIVERABLES:
- CDC-required reporting.
- Additional reporting as required.
- Participation in webinars, calls, trainings, and conferences as required.
- Provide trainings and technical assistance to partners and stakeholders.
- Review of quarterly and annual progress reports.
- Track and monitor CHW Program performance measures and other evaluation indicators.
- Certificates of completion for CHW training students.