

St. Mary's Health Clinics (SMHC)  
1884 Randolph Avenue  
St. Paul, MN 55105

**COMMUNITY HEALTH WORKER**  
Hourly Position 32 hours per week

**ROLE DESCRIPTION:** Community Health Worker responsibilities include providing quality bilingual, bicultural health education and screenings, advocacy, referrals and assistance to Latino individuals and families at various community sites.. Role will work collaboratively in the clinic settings and provide resources and education for patients and families served in the clinics and in outreach.

**ACCOUNTABILITY:** Executive Director

**QUALIFICATIONS:**

- A. Degree or certification in Community Health Worker and certification in MNsure navigation preferred.
- B. Equivalent combination of related education and experience may be considered.
- C. One year experience in public health/community education preferred.
- D. Fluency in written and spoken English and Spanish.
- E. Excellent interpersonal skills, able to work with diverse population, varied personalities and personal styles
- F. Self-motivated; ability to work independently and as part of a team.
- G. Knowledge and experience with direct local patient services and with public health programs including their enrollment procedures.
- H. Must be able to meet the physical demands of the position which may require lifting, pushing, pulling, stooping, bending, reaching, walking and standing for long periods of time.
- I. Valid Minnesota Driver's License; able to travel/work at varied clinic sites in the metro Twin Cities.

**RESPONSIBILITIES AND DUTIES:**

- Functions within the policies and procedures of St. Mary's Health Clinics.
- Disseminate health information through one-to-one educational interventions as well as group presentations at community sites.
- Under the supervision of an RN, perform BP and diabetes screening as required at clinical sites
- Assist in the enrollment of clients in SMHC and in health insurance and pharmacy programs
- Provide necessary advice to enable individuals and families to establish a medical home.
- Refer clients to a diverse network of health care providers and community resources, according to client needs.
- Document in the medical record as required
- Maintain a client log for statistical purposes and complete any necessary follow-up activities;
- Submit all progress reports to supervisor.
- Attend health fairs and community events
- Attend meetings at SMHC and in the community.
- Support the Ventanilla de Salud program at the Mexican Consulate and other SMHC's outreach activities when needed.
- Ability to work occasional weekend or evening hours

Approved:

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Susan Gehlsen, Interim Executive Director

Reviewed July, 2019