

**Job Title:** Community Health Worker Resource Specialist  
**Job Class:** Specialized Technical  
**Reports to:** Chief Community Programs Officer/Chief National Programs Officer  
**FLSA Status:** Exempt  
**Salary:** \$56,000 – \$63,000

This position works in programs that provide technical assistance, resource development, training, and other activities utilizing Community Health Workers (CHWs) to develop and provide services and products for other CHWs. Drawing from their extensive experience as community health workers and the environment in which they work, they ensure materials, activities, and training are developed and applied in a manner that is both practical, efficient, and effective for Community Health Workers and the organizations in which they work. As this position is assigned to one specific program, all functions are carried out within the programmatic context. This position performs all functions and activities within the guidelines and philosophy set forth in MHP's Strategic Plan, policies, mission, goals, and vision.

### **Required Travel**

Required travel is driven by programmatic and organizational assignments. This position should expect to travel up to 25% of the time; however, some programs may require up to 50% travel. This percentage reflects travel both locally AND nationally.

### **Development and Creation of Materials**

- The ability to utilize CHW core competencies to create materials, training, and presentations.
- Assists in the development of educational resources targeting CHWs.
- Provides information to the assigned program teams as related to CHW experiences, practices, and environment to finetune materials for practicality.
- Provides feedback/guidance for ongoing curriculum review and development, as well as assistance in creation of materials as assigned.
- Provides feedback, coaching, and assistance to staff both within and outside the organization, both individually and one-on-one, to advance program and subject area goals.
- Effectively and proactively integrates technology usage into materials, trainings, and activities to demonstrate the CHW skill set.

### **Communication**

- Represents the organization at the national and state level at conferences, meetings, and in National initiatives related to their assigned program.
- Develops and maintains communication networks and relationships with assigned key stakeholders.
- Conducts presentations at conferences, workshops and meetings and prepares, or assists in the preparation of, printed guides or materials as assigned.
- Facilitates training as required by programmatic or organizational need.

- Acts as liaison for, or as a representative of, the organization with various community and public agencies, as needed. Attends meetings which involve program or appoint appropriate designees.

### **Coordination and Organization**

- Works with assigned program teams on assigned objectives and activities, including the planning and implementation of work plan items.
- Assists in the development of schedules, assessments, and work plans as needed.
- Actively and proactively problem solves as needed, encourage problem solving and innovation within program, site, and organization.
- Participates as a member of various teams as assigned.

Other duties as assigned.

### **Knowledge, Skills and Abilities**

- Ability to represent organization on a state and national level by understanding and representing the organization per its values and mission.
- Strong communicator both verbal and written, including ability to collaborate, mentor, and debate issues of importance to organization.
- Must be well organized and able to effectively lead and manage a wide variety of tasks, programs and personnel simultaneously.
- Facility and adeptness in technology and adoption of new technology.
- Excellent presentation, communication, and facilitation skills (both oral and written) and ability to create useful content for multiple audiences as needed.
- Demonstrate ability to work effectively as a team member and to work independently.
- Knowledge and understanding of community health worker core competencies with the ability to train CHWs effectively.
- Knowledge/Experience of management techniques and administration

### **Required Education and Experience**

- At least 5 years' experience as a CHW
- Experience in community work, education, health care, or related field preferred.
- Computer and technological literacy and proficiency required.
- Ability to read, write, and speak Spanish and English required unless assigned subject area and program does not require in which case it is highly preferred.
- Valid Driver's license and car insurance
- Valid Passport booklet