



## Job Title: Community Health Worker Parent Educator

**This position reports to:** Associate Director

**Location:** Texas

### Job Summary

The Community Health Worker Parent Educator (CHWPE) helps families and communities adopt healthy behaviors and increase access to health and social services. The CHWPE will conduct outreach to parents, health organizations, and local agencies to implement Parents as Teachers in the community to promote, maintain, and improve health and well-being of children and families in the communities we serve. All functions and activities are performed within the guidelines and philosophy set forth in MHP Salud's Strategic Plan, policies, mission, goals, and vision.

### Key Duties & Responsibilities

- Conduct outreach to priority populations and families experiencing health or social inequities to increase access to preventive services, education, and community resources.
- Attend and/or participate in community events or health fairs to understand community issues and to build relationships with community members. Participate in local coalition meetings.
- Teach appropriate parenting behaviors to individuals or families.
- Facilitate educational workshops on family well-being and social needs (for example: stress management resources, housing stability, financial capability, and food security), and connect families to appropriate services, including licensed providers when needed.
- Assist in the community with providing application assistance, referrals, virtually, or in-person, as needed, and follow up to ensure services are received.
- Provide 1:1 case management to families in their homes, administers assessments, learns about family needs, assists with identifying and achieving goals, and provides referrals as needed.
- Collect data and information as required by the evaluation plan and processes. Provides feedback to evaluation team and program management on evaluation process issues.
- Carry a case load based on program requirements.
- Maintain the appropriate frequency of visits per month as indicated by the family assessment. The number of stressors will be assessed ongoing and can be changed during program involvement. If a change in stressors is indicated, the Associate Director of the program will be consulted about the change.
- Responsible for all the data entry into the Texas PEIRS system or approved platform within 48 hours of contact.
- Complete Foundation trainings for Parents as Teachers Program



- Participate in outreach/events and local coalition meetings.
- Use assigned technology to complete job functions effectively.
- Maintain accurate mileage, travel, and time documentation using organization-approved systems (for example, TripLog) in accordance with policy.
- Ensure program resources are applied responsibly in carrying out program goals.
- Coordinate activities within the program as needed.
- Maintain confidentiality.
- Impartially guide a group with an overall goal of reaching consensus, solving problems, or accomplishing tasks or facilitating a conversation with an individual and/or family in a 1:1 environment.
- Participate as a member of various teams as needed.
- Actively participates in, and successfully completes training provided by MHP Salud and other agencies.
- Attend conferences and presents as directed and/or assigned.
- Assist in completing other program goals and requirements.
- Perform all functions and activities within the guidelines and philosophy set forth in MHP Salud's Strategic Plan, policies, mission, vision, and values.
- Ability to perform essential job functions consistently, safely and successfully with ADA and other federal, state, and local standards, including meeting qualitative and quantitative productivity standards.
- Ability to maintain reasonably regular, punctual attendance consistent with ADA and other federal, state, and local standards.
- Ability to comply with all personnel policies and procedures.

An essential function of all employees is to provide excellent customer service by being professional and respectful in all interactions each day. It is also expected that all employees will be timely and responsive in their communication with others.

## **NON-ESSENTIAL FUNCTIONS:**

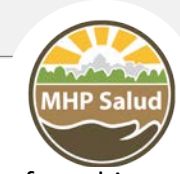
- Other duties as assigned.

This list of functions is not intended to be exhaustive, but the job functions require the core competencies listed below. The organization reserves the right to revise this job description as needed to comply with actual job requirements.

## **Competencies**

Competencies describe the skills, knowledge, and attributes necessary to perform the job, and all staff across the organization should demonstrate these competencies.

- **COMMUNICATION SKILLS** – The ability to express oneself clearly in conversations and interactions with others. The ability to express oneself clearly in business writing.



- **FACILITATION** – The ability to impartially guide a group with an overall goal of reaching consensus, solving problems, or accomplishing tasks.
- **INTERPERSONAL AWARENESS** – The ability to notice, interpret, and anticipate others’ concerns and feelings, and to communicate this awareness empathetically to others.
- **DELIVERS RESULTS** – Establishes high goals for organization success and personal accomplishment; meets or exceeds those goals; conveys a sense of urgency and drives issues to closure.
- **ACCOUNTABILITY** – Accepts responsibility for outcomes (positive or negative) of one’s work; takes ownership for mistakes or missteps and refocuses efforts when necessary; holds self and others accountable for reaching short and long-term goals.
- **CUSTOMER FOCUS** – Makes customers and their needs a primary focus of one’s actions; develops and sustains productive customer relationships.

## Company Values

- **COLLABORATION** – We foster open and honest communication with our team and partners to advance the mission and strengthen our relationships.
- **RESPECT** —Our organization is strengthened by our shared commitment to each other, the communities we serve, and our thoughtful consideration of differing experiences and perspectives.
- **GROWTH** – We embrace our people’s unique talents and strengths, creating opportunities for them to explore their passions to be their best and grow authentically.

## Minimum Qualifications

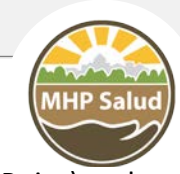
- Bachelor’s degree in relevant field or High School diploma and 5 years of relevant experience.
- Minimum (3) years of experience working with children or parents; experience like Early Steps, Head Start, WIC, and Department of Children and Families services.
- Ability to complete required Parents as Teachers training within 60 days of position, supported by MHP Salud.

## Preferred Qualifications

- CHW certification.
- Four years of experience working with children or parents.

## Skills/Knowledge/Abilities

- Experience utilizing equipment (such as phone, laptop, tablet) to complete required job functions.



- Experience utilizing software such as Microsoft Office (Word, Excel, PowerPoint) and comfortable learning new software required for the position.
- Reliable transportation, valid driver's license, and insurance required on vehicle used for work purposes (employee must be listed on insurance).
- Weekend and evening work may be required per program and community needs.
- Significant local travel may be required and driven by programmatic requirements per organizational procedures.
- Prolonged periods of sitting at a desk and working on a computer. May be required to stand for prolonged periods of time, climb stairs, and perform strenuous activity.
- Outdoor outreach may require employees to be out in the weather (rain or sun) for prolonged periods of time.
- Must be able to frequently lift and/or move up to 10 pounds.

## **Preferred:**

- Read, writes, and speaks English and Spanish.

## **Special Conditions:**

- Thorough background screening upon hire including State, Local and Federal Law check, Employment Reference check, DMV check, and criminal records check.

## **Physical Demands**

While performing the duties of this role, the employee is regularly required to speak and listen. The employee is frequently required to sit, walk, and stand; occasional climbing, stooping, kneeling, crouching, and balancing are required. Must be able to lift and move up to 25 pounds occasionally and 10 pounds frequently. Frequent use of eye, hand, and finger coordination enables the use of office machinery. Oral and auditory capacity enables interpersonal communication and communication through automated devices such as phones and computers.

The physical demands of this job are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and responsibilities may be added, removed, or changed at any time at the company's discretion, formally or informally, either verbally or in writing.



---

**Acknowledgment**

I have read and understand this job description and certify that I am qualified to perform this job, with or without reasonable accommodation.

Click or tap here to enter text.

---

Name (Print)

---

Employee Signature and Date

Click or tap here to enter text.

---

Supervisor's Name (Print)

---

Supervisor's Signature and Date