

Community Health Liaison

GENERAL STATEMENT OF DUTIES: Performs data collection related to outreach, community liaison networking activities, recruiting and client services to potential program participants and enrolled program participants. Works under the general direction of the Division Director or his/her designee; performs related duties as assigned.

STATEMENT OF TASKS:

Perform activity data collection and entry related to outreach activities;
Assist in development and facilitation of a Community Action Network (CAN);
Assist with assessment and liaison activities of a Maternal Child Health (MCH) initiative;
Successfully complete CHW training;
Perform outreach in communities of need, based on the outreach plan;
Recruit and enroll pregnant participants, in accordance with grant requirements;
Conduct client education in community settings, in accordance with training, and program and grant requirements;
Conduct client education in homes, based on referrals from clinical staff, in accordance with program requirements;
Receive referrals, and perform client services necessary to access basic needs and health care;
Provide outreach and client documentation and other data to program staff;
Comply with HIPAA regulations and client confidentiality standards;
Participate in coalitions, as appropriate;
Market program to agencies that serve pregnant women and children 0-2;
Perform other duties as assigned;
Adhere to program and county policies and procedures.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of community resources;
Knowledge of greater Flint area neighborhoods;
Previous experience working with diverse populations;
Previous experience in home visiting and direct client services;
Previous experience with maternal and child population;
Previous experience in health and human services arena;
Drivers license and own transportation;
Ability to work effectively with officials of other agencies, employees, and the general public;
Ability to be highly effective in both verbal and written communications;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

GED or High School diploma


AND

Three (3) years' experience in community networking, home visiting services or direct client services, preferably with maternal and child population.

Experience in data review activities desired.

SPECIAL REQUIREMENTS:

Must possess a valid Michigan Driver's License.



Human Resources Director

Established: July 18, 2017