



Position Title: Community Health Worker Supervisor

Reports to: Lead ABC Home Visitor/Office Manager

Job Description Summary:

LOCATION SPECIFIC TO THOMAS COUNTY: THE HIRE MAY RESULT IN EITHER A FULL-TIME OR PART-TIME POSITION. Please state your preference. Extensive travel will be required for this position. Job Opening is through the department of Family Medicine and Community Health. Funding for this position through a grant from the CDC/KDHE entitled, "National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities."

Community Health Worker Supervisors will primarily be working out in the community with vulnerable populations strategizing and planning to build individual capacity by empowering individuals and families to address social determinants of health barriers through advocacy, support, and education. CHW supervisor will assist individuals and families at risk of contracting COVID-19. CHW will spend a minimum of 50% of their time in the community. CHW supervisor will work closely with the LHEAT leads, primary care teams, community-based organizations and other agencies to identify gaps in care and services in the different counties and build community capacity, also to plan and promote COVID-19 events for testing and vaccination.

Community Health Worker supervisor duties will include interviewing, hiring, and training CHWs. Execute performance evaluation for program quality and improvement. Participate in meetings with medical sites, community-based organizations (CBOs) and LHEAT members to discuss outreaching events and program implementation/growth.

Community Health Workers Supervisors guide and support CHWs on their daily performance, help them grow in their profession, and hold them accountable to fulfill their role. CHW supervisors are the liaison between the hiring organization, the LHEATs, CHWs, KUMC and program management.

This position will hire, train, and supervise a team of Community Health Workers (CHW's), while also serving as the liaison between community, health organization and KUMC program management to ensure the success of a COVID-19 initiative developed to service and support

rural and/or underserved communities. This position will also evaluate program quality and make recommendations for improvements.

Required Qualifications:

- High school diploma, GED, or relevant experience working in community-based projects
- At least one year experience working as a community health worker or health navigator
- In alignment with project goals related to increasing COVID vaccination in underserved communities.
- Ability to coach and mentor CHWs.
- Strong interpersonal and communication skills.
- Highly organized with strong attention to detail.
- Experience working with underserved and diverse populations in community settings
- Prior experience working with large and diverse teams to accomplish goals.
- Prior experience working as a supervisor/ manager
- Ability to multi-task and work in a self-directed manner
- Working knowledge of office software applications such as word processing and spreadsheets
- Flexibility to work some nights and weekends. Hours can be flexed within same week.

Preferred Qualifications:

- Associates degree or higher degree in a health or related field.
- Experience with translation of health-related documents.
- Experience using Care Management data bases, identify population trends, and create reports.
- One year health education experience.
- Two years of experience working or living in a multicultural setting
- One year of work experience in a public health department or healthcare setting
- Completion of Community Health Worker training
- Proficiency in English and a language other than English (*Spanish, Somali, Burmese, Quiché, French- Creole, ASL.*)

- Knowledge of regions and counties across the state of Kansas

Job Duties Outlined:

- Recruiting, hiring, and training CHWs.
- Providing ongoing and supportive supervision to CHWs
- Networking and partnering with different organizations and individuals to improve COVID-19 vaccination and testing in the counties selected for this project through Community outreach and events, and participant recruitment.
- Empower and guide CHWs through, coaching sessions, providing/connecting CHWs to training opportunities and creating constructive performance evaluations.
- Organize and oversee the schedules and work assignments of CHWs.
- Coordinate and track CHWs performance to ensure they are providing a high quality of service
- Ensure that CHWs are collecting data in a timely manner and assist with reporting outcomes and program evaluation if needed.
- Perform other duties as assigned if needed.

Other Duties

- Work with Executive Director to build partnerships and relationships with regional, state, and federal partners
- Have a customer-service mentality and capability to work with LiveWell staff and stakeholders
- Attend conferences, trainings, and meetings as required
- Ability to work in a face-paced environment
- Ability to act experimentally and bring innovative ideas that support LiveWell and its constituents

Salary Range: \$40,000 – 50,000

Number of Hours Per Week: Exempt. Position relies on outside funding through grants and contracts for support.