

## **MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)**

**JOB TITLE:** Community Health Worker  
**CLASSIFICATION:** Salaried Non-Exempt  
**LOCATION:** MEHOP Medical Clinic, Bay City, TX  
**REPORTS TO:** MEHOP Case Manager

### **JOB SUMMARY:**

The primary role of the MEHOP Community Health Worker is to focus on educational opportunities, promotes MEHOP services and programs and performs case management. CHW is the key resource for referral services with follow-up, team huddles and counseling.

### **Key Duties of Community Health Worker:**

1. Develops a strong relationship and networks with the communities MEHOP serves.
2. Provides follow-up care and assists patients of MEHOP to receive appropriate services.
3. Serves as role model and mentor in group or individual meetings.
4. Communicates effectively with other members of the clinical staff.
5. Performs other related duties as assigned.
6. Adheres to the policies and procedures of MEHOP.
7. Participates in efforts to achieve and maintain PCMH (Patient-Centered Medical Home).
8. Promote social services, complete referrals, promotes outreach and educate patients.
9. Promotes and participates in care team.
10. Assists patients and staff with patient referrals and follow-up.
11. Assists with removal of barriers to health care.
12. Works in close collaboration with physicians and other health care personnel in patient evaluation and treatment to further their understanding of significant social and emotional factors underlying patient's health problem.
13. Network with other agencies and utilizes community resources to assist patient needs.
14. Provide community outreach, networking, and liaison with community programs as needed.
15. Educates patients regarding community resources and assists with application processes.
16. Maintains patient privacy in compliance with HIPAA federal guidelines and MEHOP policies.
17. Helps in other areas assisting the physicians, when needed, in continuing the flow of the patients.
18. Assists clients in completion of forms/applications required to receive services sought or as required by referral agencies.
19. Referrals to appropriate health information and services.
20. Maintains data records and files for grant reporting.
21. Schedules and promotes health education classes in the communities.
22. Assists with health screenings in the communities.
23. Speaks to community groups/organizations to promote agency activities.
24. Work closely with Pediatrics patients.
25. Performs other duties as assigned.
26. Promotes and participates in Care Team.

### **JOB REQUIREMENTS AND EDUCATION:**

1. Communicates with patients in a caring, professional manner.
2. Culturally sensitive in the use of language, practices, beliefs.
3. Possesses ability to master information, plan and lead classes and collect and use information from community people.
4. Possesses good organizational skills and is self directed.
5. Ability to communicate and relate to people at all levels in the organization.
6. Ability to respond effectively to inquiries about MEHOP's services.
7. Demonstrates flexibility and emotional control in handling difficult or stressful situation.

**BENEFITS:** Health and life insurance, paid holidays, sick days.

**SALARY:** Commensurate with experience.