

ALTA CARE GROUP

Job Duties and Requisite Work Skills

T.O. Position Number:

F.T.E.

Division: Behavioral Healthcare

Position Series/Service Area: Clinical Assistant

Position Category: Community Assistant / Community Supporter

Job Description Effective Date: 01/18/2017

Worker Name:

Credentials:

FSLA Exempt Status: Yes No

Working Title: Community Health Worker

Effective Date:

Clinical Supervisor: _____ **Date:** _____

Administrative Supervisor: _____ **Date:** _____

Worker Signature: _____ **Date:** _____

GENERAL RESPONSIBILITIES

Delivery of Therapeutic Behavioral Support services to Alta Behavioral Healthcare clients according to Alta practices and procedures and the implementation of the Community Pathways HUB Model to women at greatest risk according to practices and procedures of the Health Department and Alta Behavioral Healthcare.

SPECIFIC ESSENTIAL FUNCTIONS OF THE JOB

1. Canvass clinics, community centers, emergency departments, homeless shelters, and identified “hot spot” neighborhoods to find and enroll at least 40-60 pregnant women annually, the majority of whom are minorities and meet the criteria for being at risk of having a poor birth outcome.
2. Enroll women during the first trimester of pregnancy. No less than 50% of clients will be enrolled during the first trimester of pregnancy, no more than 30% will be enrolled during the second trimester of pregnancy, and no more than 30% will be enrolled during the third trimester of pregnancy.
3. Connect the client to health insurance (Health Insurance Pathway) and a medical home (Medical Home Pathway) for prenatal care and preventive services within 30 days of enrollment.
4. Work with women to connect them to community resources to remove barriers to care including by utilizing all 20 standardized Pathways, including:
 - Permanent housing (Housing Pathway)
 - Education services (Adult Education Pathway)
 - Employment assistance (Employment Pathway)
 - Mental Health and Addiction Services (Behavioral Health and/or Social Service Pathway)
 - Social Services including transportation, WIC, parenting classes, Cribsfor Kids, etc. (Social Service Pathway)
 - Tobacco Cessation Services (Smoking Cessation Pathway)
5. Work with clients to create and implement a comprehensive reproductive life plan to determine if or when they plan to have future children, increase birth spacing between pregnancies, and reduce the chance of unintended pregnancies in the future.
6. Educate all enrolled clients in topics including safe sleep practices, benefits of breastfeeding, and dangers of

- tobacco use (Education Pathway).
7. Attend all training required by the Mahoning County Pathways HUB.
 8. Upon delivery, work with the client to schedule their postpartum appointment 21-56 days after delivery and remove barriers to care to ensure attendance of the visit (Postpartum Pathway).
 9. Work with client to identify a family planning method and ensure client is using method at post-partum (Family Planning Pathway).
 10. Ensure infant is connected to a medical home and attends a well-baby visit within the first month of life.
 11. Submit all documentation to the Mahoning County Pathways HUB through Care Coordination Systems (after training is completed).

Support to Alta:

1. If appointed, serve on the CQPI Committee.
2. Attend routine, periodic, and other Departmental/Alta staff meetings as assigned and/or notified.
3. Participate in continuing education and in-service programs.
4. Assist the Clinical Director and/or Supervisor in collecting and compilation of objective data so as to accurately assess success of services as they relate to service outcome goals.
5. Attend and participate in regularly scheduled and other supervision activities.

Time Accounting:

1. Maintain and file on a timely basis accurate time accounting as required by the Alta management information system, to account for employee's activities.

File Management:

1. Maintain accurate and detailed file records as required by Alta policies as they apply to the documentation of services.

WORK RELATIONS/CHARACTERISTICS

1. Maintain considerate interaction with colleagues which respect the rights of others and fosters their confidence and cooperation.
2. Efficient in use of time.
3. Prompt completeness of assigned tasks.
4. Thoroughness in task completion.
5. Initiative in carrying out of job responsibilities.
6. Analytic and organized approach to problem solving.
7. Loyalty to organization's interests.
8. Sense of ethics.
9. Maintain flexibility in adjusting to organization and external policy changes.
10. Maintain positive work attitude.

WORKING CONDITIONS

1. Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in the job description.
2. Ability to write legibly and operate phone equipment, with reasonable accommodation, if necessary.

3. Reliable transportation for self as primary work environment is throughout the community.
 - A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
4. Citizen of the United States.
5. Absence of past criminal activity which would bring into question Alta professional and personal integrity as it applies to position responsibilities.
6. Ability to perform job responsibilities at sites/locations, and at times based on needs of the client.
7. Flexibility in adjusting work schedule, days and hours as necessary to fulfill the responsibilities of the position.

Other:

1. Must be able to pass BCI/FBI background check.
2. Must be able to pass medical examination in accordance with Ohio Department of Jobs and Family regulations.
3. Must be able to provide documentation of being free from communicable tuberculosis.

REQUIRED EDUCATION/EXPERIENCE

1. High School Diploma or equivalency

PREFERRED QUALIFICATIONS

1. Bachelor's Degree.
2. Preference will also be given to candidates with previous experience with working with children, families, and/or pregnant women in a professional capacity. Also, trusted members of the community and/or have an exceptional understanding of the local community.