

Job Title: Community Health Worker

Reports To: Program Manager, Village Heartbeat Inc.

Job Type: Full-Time (2023-24 FY - Grant Funded Position)

Term: 18 months

Position Summary:

The Community Health Worker (CHW) is a critical position on the team for the Village Heartbeat, Inc project to improve behavioral health outcomes. The American Rescue Plan Act (ARPA) project will expand VHB, Inc.'s capacity to promote behavioral health services to individuals and families in Charlotte's Black community and other underserved areas.

The CHW plays four key roles to support the project. As a cultural liaison, the CHW will be a front-line worker with first-hand knowledge of the culture of the community served and is effective in communicating with and engaging the people. As a health navigator, the CHW will identify appropriate community resources to address identified needs. As a health and wellness promoter, the CHW serves as a connector between individuals and behavioral health providers to increase access to needed resources, services, and programs. As a health advocate, the CHW will work to increase the knowledge, skills, and abilities of the Black community to identify and address some of the historic and pervasive disparities in behavioral health access and outcomes.

Essential Functions and Responsibilities:

1. Serves as a key member of the project team to plan, implement and track all community outreach and engagement activities.
2. Adheres to Mecklenburg County guidelines, program's policy, and procedures, participates in day-to-day operations of the project.
3. Identifies and establishes partnerships with agencies, organizations and programs that provide behavioral health and other support services for the community.
4. Serves on the committee to develop and implement an annual summit for the community, faith-based organizations (FBO), Black behavioral health providers and other health care providers.
5. Protects the confidentiality of sensitive information including client information and records, financial data, verbal, and written communications related to business strategy and individual's information.
6. Completes tracking tools, forms, reports, and other assigned activities in a timely manner.

Address

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7. Participates in professional development opportunities by attending training, reviewing professional publications, and establishing personal networks related to behavioral health services.
8. Provides input with all community engagement activities, and assists with recruiting for the collaborative network, community engagement activity sessions and end of year summit.
9. Provides assistance with community outreach, maintains database/communication for Collaborative Network members and connects individuals to Behavioral Health providers.
10. Performs other duties and special projects as assigned by the Project Manager, Executive Director, and Board of Directors.

Qualifications: Individual must have a high school diploma or GED equivalent, with experience working in the behavioral healthcare field. Preference will be given to individuals with Bachelor's Degree in human services and/or at least two years of experience in the human services field. The individual must be willing to participate and complete required training for the project, including but not limited to the Mental Health First Aid one-day training, Community Health Worker core competency training, etc.

Computer Skills: To perform this job successfully, an individual must have knowledge of: Google Internet Explorer; Microsoft Excel; Microsoft Outlook; Microsoft Word; and Windows Operating System. Individuals must be familiar with Electronic Medical Record requirements and documentation.

Other Skills and Qualifications: Individual must be able to read, write and comprehend simple instructions, short correspondence, and memos. Individual must be able to manage time and must be self-directed.

Interested applicants should forward resume to:
dthompson@villagehbinc.org

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