



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: COMMUNITY HEALTH WORKER

Division:	Community Health Services	Supervisor:	Director of Community Health Services
Job Code:	CHS-011	Classification:	FT, Non-Exempt
Wage Scale:	NE-07 (\$18.25 to \$24.87/Hour)	Effective Date:	05/2023
Hours/week:	40+ / M-F (occasional weekends)	Last Revised:	03/2021

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Under the direct supervision and oversight of the Public Health Nurse, the Community Health Worker (CHW) will provide cultural mediation between the community and existing community resources, and health and social service systems for the Centers for Disease Control and Prevention's (CDC) Good Health & Wellness in Indian Country project at the Urban Indian Center of Salt Lake (UICSL).

The CHW primary duties are to provide the most up-to-date education and information on various services and programs to caregivers and the general community, and strengthening relationships to ensure referrals, visibility, and program awareness. The CHW acts as a liaison between community programs and services and community members through home visits, outreach, and on site at UICSL.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Predominantly serves American Indian/Alaska Native (AI/AN) clients, patients and community.
- Maintains CHW certification and status.
- Builds individual capacity with CHW peers and among groups of CHWs.
- Implements chronic disease prevention programs.
- Refers clients directly to UICSL resources, community resources and other agencies to meet the client's/patient's identified needs.
- Conducts care coordination and case management.
- Makes referrals and provides follow-up.
- Facilitates transportation to services and helps address other barriers to services.
- Provides support and coaching by motivating and encouraging clients to obtain care and other services.
- Provides basic screening tests such as height, weight, blood pressure, and visual DM foot checks as well as teaching clients how to do their own visual foot checks.
- Provides basic health education, including health promotion and disease prevention (HP/DP) education.
- Plans and/or leads support groups.
- Assists in implementing UICSL community events; including health fairs, events, and off-site outreach opportunity.
- Encourages clients to exercise, start walking groups, and participate in exercise classes at UICSL with their clients that attend.
- Visits clients in their homes to provide education, assessment, and social support.
- Secures information such as medical, psychological, and social factors contributing to client's/patient's situation, and forwards information as needed to clinical professionals for evaluation.
- Enters all client information into ECW and EHR database thoroughly, accurately and completes appropriate checklists.
- Reports information to UICSL clinical professionals to determine nature and degree of problems.
- Accesses and records clients' clinical and community resource information into the data system.
- Attends bi-weekly CDC grant team meetings, bi-weekly Community Health Services meetings, monthly UICSL General Staff meetings and Public Health Program meetings.
- Reports back to Public Health Nurse and Community Health & Wellness Coordinator.
- Assists with the Wellness Garden.
- Maintains Lifestyle Coach Certification, and/or able to lead or assist Prevent T2 Lifestyle classes.
- Assists in developing an annual outreach plan under the direction of the Public Health Nurse and Community Health & Wellness Coordinator.



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MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	High School Graduate, GED, or Associate Degree
Experience: <input type="checkbox"/>	1 year of professional level experience related to CHW position
Certifications/Licensure: <input type="checkbox"/>	a) Must be able to pass CHW Certification subsequently once hired b) First Aid & CPR once hired
Other: <input type="checkbox"/>	a) Must possess a valid Utah Driver's License or the ability to obtain upon hire b) Must have a clean driving record and the ability to be insured on the UICSL auto policy. c) Must be able to lift over 25 lbs. d) Must be able to travel and work occasional irregular hours as needed, including evenings and weekends. e) Must pass the State of Utah Criminal Background check. f) Knowledge of and genuine respect for American Indian/Alaska Native values, customs, and practices.

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	Bachelor's Degree or higher in a health care related field
Experience: <input type="checkbox"/>	1-3 years working in a healthcare setting.
Certification/Licensure: <input type="checkbox"/>	a) Certified CHW b) Certified CPR & First Aid
Other: <input type="checkbox"/>	a) Must possess a valid Utah Driver's License or the ability to obtain upon hire b) Must have a clean driving record and the ability to be insured on the UICSL auto policy c) Must be able to lift over 25 lbs. d) Must be able to travel and work occasional irregular hours as needed, including evenings and weekends e) Must pass the State of Utah Criminal Background check f) Knowledge of and genuine respect for American Indian/Alaska Native values, customs, and practices

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of chronic disease including Type 2 Diabetes, Heart Disease, and Stroke.
<input type="checkbox"/>	Knowledge of chronic disease prevention.
<input type="checkbox"/>	Knowledge of and experience with the unique cultural, historical and economic backgrounds of American Indian/Alaska Native (AI/AN) people, and/or evidence of cultural humility and adaptability when working with ethnically diverse clientele.
<input type="checkbox"/>	Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
<input type="checkbox"/>	Strong skills in professional networking, creating and maintaining community partnerships.
<input type="checkbox"/>	Ability to recognize/practice strong professional and ethical boundaries and be committed to promoting the welfare and wellbeing of participants.
<input type="checkbox"/>	Demonstrates strong human relations skills including effective verbal and written communication skills.
<input type="checkbox"/>	Proven ability to work effectively as a member of a multidisciplinary team.
<input type="checkbox"/>	Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
<input type="checkbox"/>	Demonstrated ability to handle the occasional stressful and problematic situations.
<input type="checkbox"/>	Proficiency with Microsoft software.



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WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate; however, this position may require involvement in tasks and assignments in enclosed or open spaces with noise levels ranging from low to potentially damaging to the senses without protection. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working on facilities or equipment for a health center.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent will frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, or performing manual labor as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position are dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*



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Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY:	Alan Barlow, Executive Director	SIGNATURE:	
APPROVED BY:		NEXT REVIEW:	March of 2025



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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the **Community Health Worker** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)

Employee Signature:

Date: