

COMMUNITY HEALTH WORKER (CHW)

Ho`ōla Lāhui Hawai`i is a FQHC, non-profit community health organization serving families throughout the county of Kaua`i. We are seeking full-time Community Health Workers (CHWs) for our community health center. Under the supervision of the Director of Administrative Services, this position provides outreach services to the community throughout the county of Kaua`i.

Job Duties

- Actively participates in informing the community about HLH mission and services, with a goal to enroll community members in HLH services
- Builds relationships with other community service agencies
- Participates in community events, advancing community knowledge of our services
- Conducts presentations to community agencies, organizations, families and individuals in need
- Provides outstation eligibility assistance and social service application assistance to community and HLH clients
- Develops and provides information tools for outreach services, such as fliers, brochures, promotional items
- Keeps current with community needs and trends in healthcare and services
- Assists with community-based health screening and health promotion activities if needed
- Assist patients and clients in understanding the services provided by HLH, including registration process and sliding fee scale qualification procedures
- When appropriate make referrals to community or state resources and follow-up to ensure services are received
- Communicates weekly (at a minimum) with supervisor to discuss schedules and activities
- Keeps track of activities (dates, events, audience)
- Keeps track of literature and promotional items distributed in the community
- Provides data and reporting on outreach activities as requested (monthly report to CEO, data for grants, etc.)
- As needed, transports medications/test kits from pharmacy to HLH clients at Kapa`a and Waimea clinics, as well as unsheltered populations and others in need
- Provide vaccination education
- Collaborate with existing partners (i.e., DOE, DOH, Project Vision, etc....)
- Coordinate community calendars with said partners
- Create and maintain HLH Outreach Calendar and share with community partners

Required: High school graduate or equivalent. Able to communicate clearly and tactfully with others, prepare written reports and other necessary communications in a professional and confidential manner. Skilled in use of computer, email, and MS Office software.

Preferred: Knowledge of local community and diverse cultures. Culturally sensitive to the needs of the Hawaiian community.

Ho`ōla Lāhui Hawai`i is an Equal Opportunity Employer. Employees of Ho`ōla Lāhui Hawai`i and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, religion, veteran's status, citizenship, national origin, ancestry, disability, sex, sexual orientation, arrest or court record, marital status, genetic information, gender identity or expressions, domestic or sexual violence victim status, or any other classification protected under state or federal law.

Excellent pay and benefits. Submit resume and cover letter to Human Resources Director via email.