

CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY



COMMUNITY HEALTH WORKER-SENIOR SERVICES

Part-time grant funded position, (29) hours per week

\$25.00 per hour

(No benefits)

Under the supervision of the Senior Services Director, the Community Health Worker provides information, referral and support to East Providence, older adults and their caregivers. The position is located at the East Providence Senior Center, 610 Waterman Ave., East Providence.

MINIMUM REQUIREMENTS

- High School diploma or GED
- Certification or willingness to become certified as a Community Health Worker (CHW) in Rhode Island. Experience is helpful but will be gained on the job.
- Experience in the field of aging and knowledge of the challenges faced by older adult populations and their caregivers.
- Understanding of HIPPA regulations.
- Bilingual, Portuguese or Spanish preferred.
- Working knowledge of computer and internet communication; operation of standard office equipment, including multi-line telephone, photocopier, facsimile and personal computer using standard word processing and database software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- CHW will work toward CHW certification to gain information and experience in the support of older adults, their caregivers and adults with disabilities.
- Provides information, support and referrals to older adults and their caregivers.
- Assists older adults and caregivers with system navigation of Medicare/Medicaid, subsidized housing, assisted living, long term care facilities, nursing homes, transportation, end of life planning, Supplemental Nutrition Assistance Program, adult day services, and independent living etc.
- Identify and address barriers faced by diverse populations such as language and transportation.
- Assists older adults with filling out applications such as those needed for financial, housing and food assistance.
- Maintains confidentiality.
- Manages, receives and stores all protected health information in compliance with HIPPA.

- Communication of up to date information regarding Covid-19 including vaccines, boosters and testing; Assistance with on-line scheduling of vaccines and testing appointments.
- Organize and recruit at risk older adults, caregivers and people with disabilities to evidence-based health and wellness programs.
- Planning and organizing of activities that reduce social isolation.
- Develops and maintains relationships with partner organizations to meet the needs of older adult residents, Senior Center members and caregivers.
- Attend workgroups and committees as assigned.
- Documents interactions, contacts and program attendance of residents and members.
- Attendance of weekly team staff meetings.
- Works as a team member with Senior Center staff and city employees to provide positive customer service to older adults and their caregivers in East Providence and others who live in surrounding cities and towns who are members of the East Providence Senior Center.
- Other duties as assigned.

EXAMINATION WEIGHT

100% Oral

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than July 15, 2022

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

posted July 1, 2022