



Position Description

Job Title: BRC Health Services CHW
Department: Health Services
Reports to: Health Services Coordinator
Hours: 40 hours per week / Full Time / Exempt
Compensation: 22.00 - 26.00 depending on experience
Work Location: Beaverton Resource Center Office

Who We Are:

Founded on the understanding that economic insecurity is often the result of interlaced issues, the Beaverton Resource Center (BRC) offers a central hub for individuals and families living in the Beaverton area to easily find help. With a broad range of social service partners in one place, we empower those dealing with hunger, homelessness, and poverty to create stability for a better tomorrow. The Beaverton Resource Center is an Equal Opportunity Employer and Service Provider, and we encourage applications from candidates who can increase the diversity of our organization and strengthen our capacity to help our community at large.

Who You Are:

We are looking for an individual who cares deeply about their community and helping people who are experiencing poverty to build a better future for themselves. As a Health Services CHW, you will contribute to the organization's success by using your excellent OHP assistance and Health Service Navigation skills to assist clients in applying, renewing, and understanding OHP and by helping them navigate the health system. You will assist clients in person and by phone in a professional manner while showing empathy, patience, and privacy to their cases. You will carefully, completely, and accurately enter all required information to ensure completion of the requested health services. You will assist clients to schedule appointments for our different health services ensuring they can receive the care they need.



Primary Responsibilities:

- Responsible for establishing trusting relationships with clients
- Assist clients with OHP applications, renewals and navigation by phone and in person
- Help clients to find assistance with non-medical health-related social needs
- Provide referrals for services to providers of community agencies as appropriate
- Exhibit excellent working relations with clients, partners and staff
- Work closely with medical providers to help ensure that clients have comprehensive coordinated care plans
- Answer client's calls promptly and in a professional and sensitive manner to assist them to schedule appointments for our health services
- Perform data entry in an accurate and complete manner
- Help with the organization, set up and clean up of our health service clinics
- Record client care management information into Apricot no later than 24 hours after client contact
- Assist with the organization and development of the Annual BRC Health Fair
- Perform other office duties as assigned
- Follow all direction and guidance of the Health Services Coordinator
- Attend regular staff meetings, training and community and partners meetings, as requested
- Attend community events and partner's locations to promote BRC's and Health Services
- Manage assigned caseload of clients
- Maintain HIPAA compliance at all time

Skills and Experience of the Ideal Candidate:

- Strong customer service skills
- Strong communication skills, such as listening well, and using language appropriate
- Ability to take initiative and pay close attention to detail
- Ability to work independently and as a team
- Experience working in a multicultural setting
- Experience working in a community-based setting for at least 1 to 2 years preferred
- Written and oral fluency in English and Spanish
- Basic computer skills required, electronic medical record experience preferred



Education and Certifications:

- High School graduate or equivalent required; Associate's Degree preferred
- Successful completion of Community Health Worker training and OHA Certification
- Successful completion of OHP Assister training and Certification

Working Conditions:

- Working from BRC office
- Prolonged periods sitting at a desk
- Frequent use of keyboard, 2 monitors, mouse, telephone and/or headset
- BRC provides equipment: laptop, monitors and other office equipment

Beaverton Resource Center offers a generous benefits package:

- Employer-paid health insurance
- 401k Retirement Plan
- 10 paid holidays
- 10 paid days vacation
- 10 paid sick days

How to Apply:

- EMail cover letter and resume to katia@beavertonresourcecenter.org