



Job Title	Community Health Worker, Central Arkansas	Travel Required	70-80%
Direct supervisor	Peer Empowerment Program Manager	Location Base	Little Rock
Classification	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt		
Position type	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		
Working hours	40 hours per week; this is a community-based position and flexible scheduling is required to facilitate scheduled meetings, activities, events, and workflow which may occur outside normal work hours.		
Supervisory responsibilities	This position has no supervisory responsibilities.		

About Engaging Arkansas Communities

Engaging Arkansas Communities is always **EPIC**:

- E = Empowering** overlooked and underserved communities
- P = Preventing** new HIV/STI exposure until there are no new transmissions
- I = Innovating** comprehensive sexual health strategies
- C = Connecting** with communities to provide prevention resources

To end the epidemic of HIV in Arkansas, Engaging Arkansas Communities (EAC) provides HIV, Hepatitis C, and Sexually Transmitted Infections (STIs) prevention education and testing and provides innovative, educational opportunities in all aspects of the sexual health concerns of marginalized communities. As a nonprofit 501c3 organization, EAC increases awareness of factors which complicate the lives of those impacted by HIV, provides and links people with HIV to a variety of supportive services, and advocates for innovative strategies and resources for their physical, emotional, mental, and social well-being. Visit www.engagingarkansas.org to learn more.

Job Summary

The Community Health Worker (CHW) is responsible for the delivery of comprehensive screenings (HIV, Hepatitis C, Syphilis) or referrals, providing prevention resources including health education and condom distribution, and developing community partnerships. The CHW works closely with EAC linkage-to-care and retention-in-care programs to reduce barriers to care and support the emotional and social needs of people living with HIV. The CHW will promote and conduct focused community events and assist in facilitating HIV empowerment (support and discussion) programs. The CHW must be motivated and willing to conduct outreach in non-traditional locations during non-traditional hours. This is a fast paced and demanding field requiring adaptability, mobility, accessibility, critical thinking, and strong interpersonal skills.

The general focus of this position is the **Central Arkansas service region**, with a primary office located in **Pulaski County**. This position will work closely with EAC Prevention and Navigation staff, Arkansas Department of Health staff, community partners/agencies providing support services for clients, and peer CHW staff. You will be a key liaison between Arkansas communities, clients/patients, program staff, and leadership.

Essential Functions

Reasonable Accommodations Statement: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Delivery of services provided through the EAC HIV/HCV prevention program.

- Work closely with prevention and navigation staff to meet objectives of multiple community grant programs.
- Complete all program goals and activities in a timely manner and consistently communicate program updates with HIV Navigation Program Manager.
- Ensure that grant activities comply with the federal model for ending the HIV epidemic of diagnose, treat, prevent, and respond, as well as all EAC policies, procedures, and guidelines.

2. Promote and conduct community outreach and events.

- Collaborate with community stakeholders and serve as liaison between organizations, stakeholders, and outside organizations.
- Develop partnership with existing services that would serve EAC goals and client needs.
- Assists EAC prevention and navigation staff with program operations as needed, including direct involvement in setup activity and teardown of outreach/prevention events.
- Maintain a proficiency in online outreach, marketing, and recruitment in social media venues, dating sites, and other online campaigns.
- Promote EAC programing and conduct basic sexual health presentations at local agencies and community events.

3. Deliver comprehensive screening and to identify reactive cases and provide appropriate prevention resources.

- Proficient in rapid testing procedures and policies for HIV, Hep C, and Syphilis.
- Maintain inventory of prevention supplies, including marketing/promotional supplies, testing supplies, and training materials.
- Establish routine testing sites in assigned geographic service region.
- Promote and conduct testing, recruitment, and distribution of prevention resources at large events in assigned geographic region.
- Promote and distribute condoms and safe-sex kits in focused venues in assigned geographic service region.

4. Work closely with linkage to care and retention to care programs.

- Work closely with EAC staff and Arkansas Department of Health staff to facilitate LTC and RTC programs and re-engage clients lost to follow-up.

5. Provide direct supportive services or referrals with partnering agencies to people with HIV to reduce barriers to care and provide emotional and social support.

- Provide transportation assistance to HIV medical appointments and other supportive services (case management, housing, insurance, etc.) through direct provision or referral.
- Distribute food vouchers and/or food pantry items to clients who qualify for pantry program assistance.
- Provide direct assistance for the purchase of a photo ID to enroll in additional social support programs for which clients may be eligible.
- Assist clients with referrals for housing, behavioral health treatment, and other support services.

6. Assist in facilitating empowerment groups (peer support and discussion groups).

- With assistance from HIV Navigation Program Manager and other program staff, facilitate educational and empowerment meetings in the assigned geographic service region.
- Work closely with all EAC staff and partnering agencies to further the goals of empowering people living with HIV.

7. Document activities in programmatic systems as required.

- Provide detailed event and activity summaries to include reports on program activities, and services provided to HIV Navigation Program Manager.
- Enter testing data into CDC data base as required.

8. Advocate for the continued development and improvement of services for people living with HIV.

9. Perform other duties as assigned.

Key Competencies

- **Accuracy:** Ability to perform work accurately and thoroughly.
- **Active listening:** Ability to focus completely on a speaker, comprehend the information, and respond thoughtfully.
- **Applied learning:** Ability to participate in and make the most of learning activities.
- **Coach and Development:** Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- **Oral Communication:** Ability to communicate effectively using the spoken word.
- **Written Communication:** Ability to communicate clearly and concisely in writing.
- **Consensus Building:** Ability to bring about group solidarity to achieve a goal.
- **Customer Oriented:** Ability to manage the customers’ needs while following company procedures.
- **Empathetic:** Ability to appreciate and be sensitive to the feelings of others.
- **Ethical:** Ability to demonstrate conduct conforming to a set of values and accept standards.
- **Honesty/Integrity:** Ability to be truthful and perceived as credible in the workplace.
- **Interpersonal:** Ability to collaborate with a variety of personalities and individuals.
- **Organized:** Ability to follow an organized, systematic method of performing a task.
- **Patience:** Ability to act calmly under stress, and of not being hasty or impetuous.
- **Problem Solving:** Ability to resolve or to deal proactively with work-related problems.
- **Relationship Building:** Ability to build relationships effectively with customers and co-workers.
- **Safety Awareness:** Ability to identify and correct conditions that affect employed safety.
- **Self-Motivation:** Ability to be internally inspired to perform a task to the best of one’s ability using his or her own drive or initiative.
- **Working under Pressure:** Ability to complete assigned tasks under stressful situations.

Qualifications

- **Education:** Minimum two-year degree in a related field or equivalent experience in HIV/STI related field; four-year degree preferred
- **Experience:** Demonstrable 12 months experience working with HIV and grant related population preferred; public health, or related field considered
- Strong oral and written communication skills
- Ability to move without difficulty and able to travel in assigned area of service
- Cultural competency and awareness in dealing with diverse populations including community members, special populations, professionals, and people living with HIV
- A knowledge of community activities and familiarity with community stakeholders in the counties within this assigned region is required.
- Bilingual (English/Spanish) a plus.

****People living with or affected by HIV, HCV, and addiction/recovery are highly encouraged to apply.***

Requirements

- Must satisfactorily pass a background check (paid for by employer).
- Must be able to drive, have a valid driver’s license, access to a vehicle and maintain automotive liability insurance.
- Must complete **Arkansas Department of Health HIPAA** training within 30 days of hire.
- Must complete **HIV Counseling and Testing** training (HCT) facilitated by the Arkansas Department of Health within 90 days of hire and maintain certification on an annual basis.
- Must complete **Hepatitis C Counseling and Testing** training (HCT) facilitated by the Arkansas Department of Health within 90 days of hire and maintain certification on an annual basis.
- Complete assigned **Community Health Worker** training facilitated by the Arkansas Department of Health
- Must be willing and able to obtain appropriate clearance for entering HIV/STI screening data into online CDC database within 90 days of hire.
- Participate in the Arkansas HIV Planning Group (HPG) bi-monthly meetings.
- Understanding of and commitment to the EAC mission.

Work Environment

- Exposure to Hazards: potential for physical harm and exposure to communicable diseases and standard office and cleaning supplies.
- This position has access to and knowledge of extremely sensitive, private, and confidential materials. Ability to maintain the highest standard of confidentiality is required with zero tolerance.
- It is required that all the primary duties described within this document shall be performed according to established agency policies, procedures, and guidelines.

Physical Demands

PHYSICAL DEMANDS

		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)	<u>Push/Pull</u>	
Crawl	N (Not Applicable)	12 lbs or less	C (Constantly)
Squat or Kneel	F (Frequently)	13-25 lbs	F (Frequently)
Bend	F (Frequently)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Vision (Near, Distance), Sense of Sound (verbal communication with patients, staff, community members, professionals, and HIV clients), and Sense of Touch

Equal Employment Opportunity

This organization is fully committed to equal employment opportunity, maximum utilization of all employees, and employment and advancement regardless of race, color, creed, religion, sex, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Discrimination of any type will not be tolerated.

Other Duties and Functions

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position. Duties, responsibilities and activities may change at any time with or without notice.

Employee Agreement and Signature

The employee's signature below constitutes understanding of the job requirements, essential job functions, and other duties and functions of this position; an understanding that the job description is subject to change; and an understanding that reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

Employee Signature

Date

EAC Leadership Agreement and Signatures

This job description has been approved by all appropriate staff.

**Direct Supervisor
Signature**

Date

**Executive Director
Signature**

Date