



Position Title: Community Health Worker Coordinator
Employee Classification: Full-Time Non-Exempt
Date: December 2024
Hourly Rate Range: \$19.00 - \$24.00

Reports to: Chief Executive Officer, Director of Programs and Operations, Workforce Development Coordinator
Location: Reno, Nevada

Position Summary:

The Community Health Worker (CHW) Coordinator oversees CHW training modules for young adult and adult learners, managing student engagement through platforms like Google Classroom or Canvas, providing timely feedback on assignments, and grading. This role includes communicating with teachers and partners about training progress and collaborating with AHEC staff to ensure curriculum alignment with Nevada Certification Board requirements. The coordinator facilitates quarterly employer calls, identifies apprenticeship sites, and oversees students during their field placements. Responsibilities include interviewing students to assess barriers, challenges, and interests for optimal placement, conducting needs assessments, progress reporting, data collection, and tracking outcomes for grant deliverables. Additionally, the role involves coordinating and distributing stipends for program participants.

Essential Position Duties and Responsibilities

- Maintain the CHW I curriculum (both young adult and adult) by including any new data, updating language, and ensuring the curriculum follows competencies set by the Nevada Certification Board. CHW Coordinator will also work with AHEC Leadership the NCB to ensure changes/updates are approved
- Hosting of Quarterly Community Partner meetings to recruit employer/apprenticeship sites for the students to be able to upskill from CHW I to CHW II. Maintain good relationships with Community Partner representatives and organizations
- Coordinate, schedule, and implement asynchronous and hybrid Young Adult CHW I Certification Program. Grading assignments, answering questions, opening new modules, and providing general support to students
- Coordinate, schedule, and implement self-paced Adult CHW I. Managing program inquiries, coordinate with Operations Manager for invoicing/payment as needed, manage enrollment, maintain and update the Canvas course shell as needed, grade assignments, and provide general support to the students.
- Maintain all internal tracking and documentation associated with the CHW program (both adult and young adult)
- Coordinate all recruitment efforts for employer/apprenticeship sites for High Sierra AHEC Community Health Worker Certification Program and is responsible for maintaining positive partnerships with all key stakeholders
- Provide oversight and liaise between students and apprenticeship sites with the goal of creating a streamlined connection between program participants and resources they require throughout the Community Health Worker Certification Program
- Assisting the Workforce Development Coordinator and Program Director with needs assessments, comprehensive progress reports, data collection, longitudinal tracking, and evaluations



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- Prepare, modify, and file reports and documentation as necessary, including summaries of activities and incidents, post-program overviews, recommendations for future services, and analysis of overall program effectiveness
- Establishes and maintains positive collaborative relationships with the workforce department, key stakeholders, the community, and outside agencies in the facilitation and execution of program and/or grant objectives
- Other duties as assigned.

Minimal Qualifications:

- Bachelor's Degree with a major in primary education, public health, public administration, or related field.
- Minimum of one (1) year experience delivering, administering, or developing educational and/or health care educational programs.

Preferred Qualifications:

- CHW I Certification.
- Experience facilitating CHW training programs or equivalent health workforce development initiatives.
- Strong candidates may have the opportunity to scale into a CHW II Certification role within the organization.

Knowledge and Skills:

- Excellent interpersonal and communication skills, including the ability to persuade, encourage, inform, and stimulate general interest and enthusiasm in others;
- Ability to strategically plan, monitor, and evaluate program outcomes;
- Experience with the following software or similar: Salesforce, GIS Software and appropriate software packages and platforms for data analysis and presentation/communication of High Sierra AHEC information, such as Canva, Piktochart, Constant Contact, and Canvas Learning Management System;
- Ability to follow through on assigned tasks with limited supervision;
- Outstanding organizational and interpersonal skills combined with an ability to prioritize demands;
- Ability to work collaboratively and responsively with multiple partners.



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Work environment:

Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting, evening and weekend hours sometimes required. Must possess the ability and willingness to perform job-related travel, majority within the state of Nevada.

License required: Must have valid driver's license, automobile insurance, and reliable transportation.

Physical Demands:

Occasional physical effort required to lift boxes of supplies or equipment weighing approximately up to 25 pounds; stooping, bending and reaching when stacking boxes and supplies. Demands vision, manual dexterity, sitting long periods of times, writing, typing, grasping, driving and speaking.

Interested in applying, please contact: McKenzie Nelson, HR Specialist, Solutions at Work.

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