



**IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT**

<u>POSITION:</u>	Community Health Worker (CHW)
<u>WAGE:</u>	\$40,000 per year
<u>LOCATION:</u>	Pacific Islander and Asian Family Center/Africa House
<u>APPLY AT:</u>	www.irco.org
<u>STATUS:</u>	Full time positions available with benefits
<u>PROGRAM(S):</u>	Community Health COVID-19 Response
<u>OPENING DATE:</u>	September 8, 2021
<u>CLOSING DATE:</u>	Open until filled
<u>REQUIREMENTS:</u>	Proof of COVID-19 Vaccination or request for accommodation may be required. Positions available for Multnomah, Washington or Clackamas County. <i>Bilingual in English and fluent in one of the following languages required:</i> Arabic, Burmese, Chuukese, Congolese, Farsi, Karen, Nepali, Russian, Somali, Swahili, or Tongan.

GENERAL POSITION SUMMARY:

Community Health Workers (CHWs) are frontline public health workers who are trusted members of and/or have a close understanding of and history with the community served. This trusting relationship enables CHWs to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.

The Community Health Worker works directly with clients, families, and health care personnel to support the immigrant and refugee communities in Multnomah, Washington, and Clackamas County. During the COVID-19 pandemic, the CHW will be working with community members who have tested positive for COVID-19 and referred by the health department for quarantine education and support, and trauma informed, culturally responsive wrap around case management services and support.

ESSENTIAL FUNCTIONS:

- The CHW will provide the following services to individuals, families, and other household members who test positive for COVID-19, including, but not limited to
- Provide culturally centered education on COVID symptoms monitoring and prevention
- Assist families with resources to support families in quarantine safely at home. This includes assisting with groceries, rental assistance, energy assistance, etc.
- Support navigation and advocacy for various essential social services and resources (e.g., access to food, housing support)





- Provide additional support/education for individuals/families with chronic conditions
- Provide informal emotional support to cope with social isolation
- Support/coordinate care with health systems

SECONDARY FUNCTIONS:

- Additional duties:
- Support community outreach and community education regarding health equity and COVID-19 response
- Support community testing for COVID-19
- Support community health events as organized by team and lead by supervisor
- Attend staff meeting, partner meeting, internal and external committee meetings as assigned
- Support organizational record keeping requirements
- Other duties as assigned by supervisor and director

JOB SPECIFIC QUALIFICATIONS:

- Is part of, has background, and/or experience in working with immigrant and refugee communities and understanding the cultural values and beliefs of that community
- Education: Equivalent to completion an associate degree in social services, education, public health, or related field
- Experience: Minimum of two years of experience in case management, community outreach services providing health information, advocacy, social support, and assistance in using the health care system to groups and families; AND experience working with the community being served
- Certification as a Community Health Worker highly preferred, but not required as agency and county will provide training
- Bilingual in English and fluent in one of the following languages required: Arabic, Burmese, Chuukese, Congolese, Farsi, Karen, Nepali, Russian, Somali, Swahili or Togan (with the ability to communicate effectively, both orally and in writing)
- Ability to translate medical terminology into concepts that are understandable for community members
- Must be able to maintain strict confidentiality and follow HIPAA policies and procedures
- Self-motivation and the ability to work independently with strong analytical and problem-solving skills
- Working knowledge of Microsoft Office software





KNOWLEDGE:

Education: Associate's Degree (3)

Experience: 1-2 years of experience is required (3)

Licensure, Certification: CHW certification highly preferred.

Additional Language Required: Bilingual in English and fluent in one of the following languages required: Arabic, Burmese, Chuukese, Congolese, Farsi, Karen, Nepali, Russian, Somali, Swahili, or Tongan.

Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition, this position specifically requires:

SKILLS:

Communication:

Some interaction with those inside and outside the organization to exchange factual information (3)

Creativity:

Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)

EFFORT:

Mental:

There is an occasional need to assess risk as well as to make determinations about tasks and deadlines (4)

Physical:

Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed (2)

RESPONSIBILITY:

Impact and Influence:

Minimal need or ability to analyze problem or concepts or make decisions on the information. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. (2)

Work Independence:

Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)

Planning:

Positions at this level must be able to foresee issues associated with own work and identify





future needs for supplies, equipment, resources which would stall operations or activities. (2)

Supervision:

Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

WORKING CONDITIONS:

- Much of the work for this position will happen through telework during COVID-19 (video conferencing and telephone)
- Some in-person visit may occur with the strictest social distancing measures to ensure safety of staff and community
- Frequent use of keyboard, monitor, mouse, telephone and/or headset
- CHW will periodically deliver materials (using physical distancing guidelines) to the households who have tested positive for COVID-19
- Because the work will be responsive to the number of COVID-19 cases at any given time, the workload may fluctuate

Environment:

This level has a work environment that is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard Job conditions are usually comfortable, with only occasional issues, temperature change (2)

Schedule:

The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

HOW TO APPLY:

Applications are accessible on the IRCO website, www.irco.org. This position requires the completion of an IRCO application. Attach resume and cover letter to IRCO application form and submit to jobs@irco.org. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:

The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

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