

St. Louis Community Health Worker (CHW) Coalition

CHW Skills Coach



Position Title: CHW Skills Coach

Position Reports to: Director of CHW Leadership & Development

Project Description: Performs all duties necessary to coordinate CHW upskilling elements in line with the HRSA-CHWTP grant including but not limited to assisting new graduates with the acquisition of their CHW credential; sourcing training opportunities, locally and nationally; technical advising to CHWs around furthering professional development post certification; providing indirect support to employers of participating CHWs; serving as a contact with the St Louis Community College on behalf of the St Louis Community Health Worker Coalition; maintaining appropriate data collection metrics for grant deliverables; as well as representing the CHW Coalition and maintaining relationships with external agencies related to the Community Health Worker program and training opportunities.

Duties

- Supervises all project faculty and staff, relevant to the CHW Coalition.
- Maintains and retains project data and materials as required. Completes progress, financial, and other required reports.
- Monitors CHW professional development spenddown and ensures accurate execution of the skill building success plan.
- Has a comprehensive understanding of the Community Health Worker industry, curriculum, needs and training blind spots. With this knowledge the coordinator will provide coordinated and structured resources to and for recent graduate to expand their knowledge base and expand skills besides those acquired in the certification class.
- Works with requisite College departments, and appropriate college staff to complete project requirements.
- Builds and manages relationships with internal and external regional stakeholder to meet program needs for community think tanks, professional development, and trainings.
- Oversees CHW graduate professional development stipend dollars, ensuring interest alignment and adequate spend down.

Special Projects:

- Create, implement and manage:
 - Consistent tracking of student hardship needs while in the certification program.
 - Routine study sessions for students currently enrolled in the CHW Certification Program.
 - Routine dedicated time for CHW Talk Time, relevant to CHW needs and partnerships.
 - Routine program and facilitator evaluation surveys.
 - Routine entrance assessment for future student readiness and alignment.
 - Routine communication with CHW workforce regarding relevant professional development and upskilling opportunities.
 - Consistent tracking of professional development sharing and receptivity of students post graduation.

Qualifications:

- Associate degree and/or at least five (3) years of relevant full-time experience
- Credentialed Community Health Worker in Missouri.
- Extensive knowledge of local and national professional resources and training offerings relevant to CHWs.
- Knowledge of the Community Health Worker job role and local, regional, state and national policies and initiatives.
- Experience working as a Community Health Worker.
- Excellent partner management skills and ability to maintain productive partner relationships.

Other Requirements:

High attention to detail, strong work ethic, and ability to hit deadlines and communicate when they cannot. Strong analytical, interpersonal, communication and organization skills. Excellent written and verbal communication skills with a thoroughness in documentation. Knowledge of digital/social trends and analysis is necessary. Proficiency with Microsoft Word, Microsoft Excel. Internet browsing software is essential. Strong passion for the mission and demonstrated interest in racial equity - honoring Black spaces, specifically.

Position Type:

The CHW Skills Coach is a part time, 30 hours per week, grant-funded, non-exempt position. Employees are not eligible for full benefits, as outlined in the employee handbook, however, will receive periodic reviews with acknowledgment of achievements, as well as a monthly stipend of up to \$150 for secondary supports.

Work Environment and Physical Demands:

Employees can expect to work in an environment that is free from discrimination, intimidation, coercion, or harassment, including sexual. Employees are expected to perform their duties in a hybrid environment; however, work is primarily performed indoors in an office setting. Employee may be required to travel, particularly during the business day, although some out-of-the area travel may be expected. The employee is frequently required to walk, bend, twist, push, pull, reach above shoulder, and use hands to finger, handle, or feel – mounting to an occasional lift and/or move up to 25 pounds.

Pay: \$18 - \$22/hour

Application Instructions:

Interested candidates should submit a copy of their resume to hello@stlchwcoalition.org.

The subject line should include "CHW Skills Coach"

Interviewing for this position will begin immediately.

Interview process will include:

1. Submit Materials
2. Interview(s)
3. Decision Shared

**Let your creativity shine,
and join us in making a meaningful impact on community health!**