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**healthy generations**  
CREATING ENDURING HEALTH EQUITY

## COMMUNITY HEALTH WORKER SPECIALIST: PIERCE COUNTY

**Job Title:** Community Health Worker Coordinator: Pierce County  
**Reports to:** Director of Practice Transformation  
**Hours:** Part-Time, 30 hours/week, hourly, FLSA status: non-exempt, eligible for overtime pay. This an irregular schedule and will require evening or weekend hours may be required.  
**Compensation:** DOE. Generous benefits package including medical, dental, vision, life, LTD, 403(B) plan, paid time off and 10 paid company holidays.

Position will remain open until filled.

### General Job and Program Description

*To apply, interested parties should send a cover letter, resume and application to [jobs@healthygen.org](mailto:jobs@healthygen.org). No phone calls please, we're too busy fulfilling our mission!*

This is a fun, fast moving and professional environment filled with people who make things happen to bring our mission to life as opposed to just talking about them. This is a service-oriented job focused on helping the team work at their "highest, best use" to maximize our mission impact, so we need someone who is driven to help solve problems and break down barriers. We promise you'll never be bored and you'll always feel welcomed and appreciated.

The **Community Health Worker Specialist: Pierce County** will be responsible for supporting the Community Health Worker (CHW) workforce in Pierce County by and supporting the Pierce County CHW Collaborative and overseeing the Salishan Community Health Advocates (CHA). In both arenas the workforce is led by individuals who are members of the frequently marginalized communities they serve and volunteer their time and energy to improve the health of their communities.

This position has three primary roles, 1) capacity building and leadership development for CHWs who are in leadership roles in their spheres of influence, 2) supporting the development and strengthening cross sector alliances and authentic partnerships between CHWs and key stakeholders and 3) collaborating with Healthy Gen staff and CHWs to better understand the needs and perspectives of the communities being served. This position provides capacity building and leadership development primarily to leadership of the Pierce County CHW Collaborative and in Salishan primarily to the two lead CHAs.

The Community Health Worker Specialist is skilled at getting the best out of the people and projects they work with. They thrive when planning projects, and working with Community Health Workers and external stakeholders.

**Responsibilities include but are not limited to:**

**Capacity Building and Leadership Development with CHW Leaders**

- Appropriately respond and remain accountable to CHW community voice.
- Commit the time and energy necessary to build authentic partnerships, coach and support CHWs and organizational leaders in creating CHW-led networks, skill development and advocacy.
- Actively use an equity and strength based lens in program development and CHW capacity building.
- Support Pierce County CHW Collaborative and Salishan CHAs in:
  - Organizing, networking, leadership development and contributing to community based health solutions
  - Identifying strengths and skill building opportunities for CHWs in local organizing efforts such as: building agendas, facilitation, technical assistance, and hands on coaching.
  - Identifying and creating solutions for teams facing challenges, experiencing difficult dynamics, etc.
  - Strengthening alliances and authentic partnerships with peer based work forces, organizations and governmental entities on the local and regional that are developing/implementing community based health solutions, and key external allies.
  - Implement robust processes to regularly collaborate with CHW Networks to learn from each other and share information locally, regionally, and at the state level.

**Strengthen cross sector alliances and authentic partnerships between CHWs and key stakeholders**

- Support the development of systems and local models that lay groundwork to develop strong community linkages.
- Focus on creating and strengthening cross sector alliances and authentic partnerships with organizational leaders and Community Health Workers.
- Engage in local activities that surface community wisdom and community based health solutions and invite opportunity for mutual community and organizational learnings.
- Facilitate culturally diverse groups of multiple sizes to build relationships, improve shared learnings and strategically carry out mutual goals.

**Facilitate Cross Organizational Learning**

- Implement robust processes for Healthy Gen, CHAs and CHWs to learn from each other about the needs of CHWs and community members and emerging opportunities

Our organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to adjust the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

**Required Qualifications:**

- Bachelor's degree or equivalent experience
- Minimum five years of relevant experience organizing at grassroots level
- Experience building rapport with CHWs, clinics and human service organizations
- Experience working with populations that speak English as a second language and understanding of Spanish or Vietnamese
- Deep understanding and ability to work with systems and programs designed for underserved populations
- Experience connecting with marginalized populations and/or communities and advocating for them
- Strong facilitation skills; ability to mediate conflict, delve deep and drive to objectives
- Experience and understanding of systems change
- Ability to build and sustain authentic relationships with various stake holder groups, multi-cultural groups, community organizations and individuals
- Strong interpersonal skills and an ability to multitask, meet deadlines & work independently
- Strong service ethic with a specific desire to proactively seek out team members and CHW needs and resource/system challenges and provide solutions
- 25% Travel –Must have valid driver's license, access to a vehicle and current insurance
- Excellent written and verbal communication skills
- Demonstrated ability to work independently and cooperatively with others
- High degree of discretion dealing with confidential information
- Proficiency with Microsoft Office software (Outlook, Word, Excel, PowerPoint) at an intermediate or higher level
- Boundless energy and enthusiasm for making a difference in community health

**Administrative and Technical Skills:**

- Must feel comfortable using technology and be able assist others in use
- Solid organizational skills including attention to detail and the ability to prioritize, organize, multi-task and manage projects
- Grants management experience
- Collaborate with Supervisor to create, maintain and update large contact databases.
- Track and report program outcomes and budget as required for internal tracking and in various grant and funding sources

**Team Agreements:**

Be aware of and comfortable with our team developed Team Agreements, which are as follow:

- Positive Intent: We assume positive intent on the part of others and know that everyone is working hard & doing their best. While assuming positive intent, we work to create intentional space and safety for the tougher conversations and debriefs.
- Accountability: We hold ourselves accountable to the mission, each other, our clients and to our commitments. We do what we say we will do, walking our talk while also honoring each other's limits.
- Conscious Communication: We are mindful in our communication and demonstrate a willingness to style flex. We communicate directly, respectfully, timely and openly. We care enough to challenge each other's ideas, communicate our needs & expectations and share our limitations. We engage in constructive conflict – addressing the issue, not attacking the person.
- Synergy: We work cross functionally, sharing information with each other freely in support of fulfilling our mission. In sharing, we provide context for the conversation and are thoughtful about connecting what we know to the agency's bigger picture.
- Planned Pauses: We are a learning community and plan pauses to review and re-evaluate our strategy, structure, practices, and processes as well as celebrate our successes. We periodically pause to have unstructured and reflective time. We value and seek out diverse points of view to inform our work and look to adapt, learn from our mistakes & continuously improve.