Invites Applications for the Position of:

Community Health Worker

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

**OPENING DATE/TIME:** 11/12/14 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 11/24/14 11:59 PM (GMT -8:00)

**SALARY:** Hourly

**LOCATION:** Chinook Building, Downtown Seattle

**JOB TYPE:** Career Service

**DIVISION:** Department of Public Health--Prevention

**JOB NUMBER:** 14NH03955

**DESCRIPTION:**

The Community Health Worker (CHW) will staff a home- and clinic-based asthma research project (Guidelines to Practice (G2P): Reducing Asthma Health Disparities through Guideline Implementation). The project aims to improve asthma control for children and adults in King County. The CHW will work independently to administer research questionnaires in participants' homes, conduct home environmental assessments, provide resources for reducing exposure to environmental asthma triggers in the home, offer in-home education and assist with care coordination. In addition, the CHW will participate in recruitment and follow-up activities, including phone screening calls, enrollment and exit visits, and appointment scheduling and will be responsible for accurately documenting all aspects of the work in an online data management system.

At this time, we have two vacancies:
1. One full-time Career Service position.

2. One full-time Term-Limited Temporary (TLT) position. This TLT position is eligible for a full benefits package but is an at-will position. **Please note that the projected end date of this TLT position is 1/31/2017.**

On the attached Supplemental Questionnaire, please indicate whether you are interested in the Career Service position, the Term-Limited Temporary position or both positions.

**Work schedule:** A working a 40-hour per week schedule. Some evening and week-end work will be required. These positions are subject to the Fair Labor Standards Act and are overtime eligible.

**Who May Apply:** These positions are open to the general public. Priority for selection will be given to qualified internal candidates impacted by layoffs.

**Contact:** If you have questions regarding this job announcement, please call Nic Horea, Human Resources Analyst at (206)263-8736 or at nicolae.horea@kingcounty.gov

**REQUIRED MATERIALS:**

- King County Online Application.
  You can attach your resume your electronic application. Your options are:
  - Copy and paste one or more documents into the text resume section of the application.
  - Attach multiple documents/files in the resume attachment section.

Please Note: Your application will be rejected as incomplete if you do not include the requested and relevant information in the on-line application and include the information only on the resume. Applications that state "see my resume" or "see my personnel file" are considered incomplete and will not be accepted. Resumes and cover letters are not accepted in lieu of a completed job application.

**EXAMPLES OF DUTIES:**

- Screen potential study participants or parents of participants over the phone using a standard questionnaire. Record number of attempts and other notes in DatStat, an online research data management system.

- Schedule appointments and conduct home visits to administer enrollment and exit questionnaires and complete home environmental assessments.

- Evaluate asthma self-management skills of participants by administering and reviewing a standard questionnaire during in-home interviews; enter results of questionnaires into electronic medical record.

- Teach key health education messages regarding asthma care, medication adherence and environmental asthma triggers in person and over the phone. Clearly document all activities in clients’ files.
• Provide equipment and supplies to each client or the client's family to improve disease self-management; assist with monitoring and documenting the distribution of supplies.

• Reinforce educational messages regarding disease self-management through regular communication with clinic staff and staff of Medicaid managed care organizations, who are also participating in the project.

• Refer clients to community resources for a variety of needs, including assistance with housing, utilities, food, smoking cessation and other services. Identify community resources for client needs when necessary.

• In coordination with clinic staff and Medicaid managed care staff, develop an individualized asthma management plan for each client. Use motivational interviewing to set self-management goals and to facilitate improvement in the clients' asthma management.

• Participate as a member of the project team and carry out tasks as assigned to accomplish the goals of the project.

QUALIFICATIONS:

○ Demonstrated ability to communicate effectively verbally and in writing with people of differing cultural and socio-economic backgrounds.

○ Demonstrated computer skills, including proficiency in MS Office Suite (Outlook, Word, Excel, etc.).

○ Demonstrated ability to maintain the privacy and security of sensitive and confidential information in all formats, including verbal, written and electronic, and ability to adhere to policies and procedures related to local, state, and federal privacy requirements.

○ Demonstrated ability to work in the local Vietnamese or Latino or Somali communities and to gain the trust of community leaders.

○ Demonstrated organizational skills, with attention to detail and accuracy.

○ Demonstrated ability to work independently without supervision and as part of a team.

○ Demonstrated knowledge or the ability to find community resources and programs for persons with asthma and other chronic diseases.

○ Washington State Driver's License or the ability to travel throughout King County to areas with limited or no public transportation in a timely manner.

DESIRED QUALIFICATIONS:

○ Ability to communicate fluently, both verbally and in writing, in Vietnamese or
Somali or Spanish.

SUPPLEMENTAL INFORMATION:

- This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing. For more information on our selection process, please refer to http://www.kingcounty.gov/healthservices/health/jobs.aspx
- Public Health relies on office automation (Microsoft Office) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.
- Regular and reliable attendance, effective communication skills, and development of effective working relationships are requirements of all Public Health positions.
- Staff may be required to play a role as a first responder in the event of a Public Health emergency.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- The Prevention Division limits the use of scented personal products in order to protect fragrance sensitive employees. Adherence to this policy is a condition of employment.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION AFFILIATION:
This position is represented by PTE Local 17.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.
Community Health Worker Supplemental Questionnaire

* 1. Please indicate the positions for which you wish to be considered in this recruitment: Career Service, Term-Limited Temporary or both positions.
   - ☐ Career Service
   - ☐ Term-Limited Temporary
   - ☐ Both positions.

* 2. Do you have a current Washington State Driver's License or the ability to travel to work locations with limited or no public transportation services in a timely manner?
   - ☐ Yes
   - ☐ No

* 3. What is your proficiency level working with office software applications such as Word and Outlook?
   - ☐ Beginner
   - ☐ Intermediate
   - ☐ Advanced
   - ☐ No proficiency

* 4. Do you speak fluently any of the following languages? (Check all that apply)
   - ☐ Vietnamese
   - ☐ Somali
   - ☐ Spanish
   - ☐ None of the above

* 5. Do you have experience working in the local Latino or Vietnamese or Somali communities?
   - ☐ Yes
   - ☐ No

* 6. If you answered yes to question # 5, please describe that experience. If you don't have the experience put N/A.

* 7. Do you have experience providing educational messages in people's homes?
   - ☐ Yes
   - ☐ No

* 8. If you answered yes to question # 7, please describe that experience. If you don't have the experience put N/A.

* Required Question