

**Position Description**  
**ReServe Community Health Worker – Part-Time**

**Position Summary**

A **ReServe Community Health Worker (CHW)** will serve as a liaison between the community and the health care, government and social service systems in the Fordham-Bronx Park neighborhoods of the Bronx, NY. A CHW will provide advocacy, education and support the people in the populations served in order to help them improve their lifestyle and connect them with their proper healthcare options. A CHW collects data and discusses health concerns with people in specific neighborhoods.

**The successful candidate must be client-focused and willing to travel as needed.**

**What it means to work for ReServe**

[ReServe](#) provides work opportunities for skilled and experienced workers in civic engagement that provide intellectual stimulation and the satisfaction of working toward an important purpose.

ReServe is part of [The Fedcap Group](#) where employees take pride in their work, enrich the lives of others and are a part of a team that makes a difference every day and provides the “Power of Possible.”

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Job Functions**

1. Discuss health concerns with members of the community.
2. Provide informational counseling and social support.
3. Help people understand their health conditions.
4. Translate or interpret health information for individuals.
5. Organize outreach programs.
6. Provide health screenings, referrals and educational materials.
7. Advocate for individual and community health needs.
8. Collect data and report findings.
9. Perform other duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities.

**Education and Experience:**

1. High School Diploma and 3 years relevant experience or Associate Degree and 2 years relevant experience or BA/BS in related field.
2. Bilingual – strong preference for Spanish/Haitian Creole
3. Experience working in a community organizing preferred.

**Knowledge, Skills and Abilities**

1. Excellent communication and relationship building skills.
2. Strong analytical and problem-solving skills.
3. Strong organizational skills.
4. Strong interpersonal skills and professional demeanor required.
5. Attention to detail and accuracy.
6. Flexibility to work on multiple projects in a fast-paced, deadline driven environment.
7. Polite persistence in persuading members of the public to cooperate in public health initiatives.
8. Cultural sensitivity and the ability to work with persons of various socioeconomic, cultural and educational backgrounds.
9. Empathy and genuine compassion for the individuals they are serving.
10. Sound judgment and decision-making skills, including the ability to troubleshoot and problem solve,
11. Trustworthiness – honest, approachable, and maintain confidentiality.

**Technology Skills**

1. Use cloud-based technology to:
  - a. organize assignments
  - b. navigate locations efficiently and expediently
  - c. record information
  - d. input data
2. Maintain and submit records of:
  - a. hours worked
  - b. distance traveled
  - c. expenses incurred

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Work Environment**

Assignments in this job will include operation in a field environment in New York City, requiring routine walking, ascending stairs, using elevators, using public transportation (bus, subway), etc.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type/Expected Hours of Work**

This is a part-time, non-exempt position (24 hours per week). The hours of work per week may be split in shift assignments of 4 and/or 8 hours, including evenings and weekends.

**Travel**

This position will work in the Fordham-Bronx Park neighborhoods of Bronx, NY (Grand Concourse – zip codes 10458, 10467, 10468).

When travel is required, it is limited to within the City of New York and requires use of public transportation and associated transit schedules and apps.