

FIT CHW Job Description

JOB TITLE: Community Health Worker (CHW)

PROGRAM DESCRIPTION

The North Carolina Formerly Incarcerated Transition (FIT) Program coordinates with existing state and local resources to assist formerly incarcerated people suffering from chronic disease with all aspects of successful reentry, focusing on linkages to essential medical services. A specially trained Community Health Worker (CHW), with prior justice system involvement, acts to coordinate services. The FIT Program is modeled on an evidence-based program developed by the Transitions Clinic Network (TCN). TCN has demonstrated that participants have reduced utilization of emergency services, hospitalizations and days incarcerated. Upon release from the state prison system, individuals are frequently without work, without health insurance, and without a medical home. The FIT Program coordinates with DPS, local jails, and community organizations to identify people with chronic disease, mental illness and/or substance use disorder either prior or soon after release. FIT Program CHWs are integrated into their local community health center and are able to assist clients upon release, in establishing care at a medical home, and if needed obtain mental health and substance use disorder treatment. FIT also provides vouchers to cover copays for these services and medications. The FIT Program also works with local reentry councils to assist clients in all aspects of reentry to improve chances of success and reduce recidivism.

POSITION DESCRIPTION

This position will serve as a Community Health Worker within the FIT Program. Primary responsibilities will include connecting recently released people with chronic disease, mental illness and/or substance use disorder to appropriate health care services and help put together a comprehensive reentry plan working with local reentry partners.

ESSENTIAL DUTIES

Under supervision and with oversight from [designated CHW supervisor], the Community Health Worker is responsible for performing the following essential job functions:

1. Provide individualized and group support, empowerment, education, and case management services to individuals released from incarceration that suffer from chronic disease(s), substance use disorder, and/or mental illness
2. Recruit formerly incarcerated individuals for primary care services, substance use disorder treatment, and mental health services
3. Conduct periodic assessments of individuals substance use, physical activity, dietary habits, tobacco use, and social and economic resources
4. Transport ambulatory patients between their homes and clinics, hospitals, or other social agencies when appropriate and necessary
5. Advise individuals and others regarding health care and other facilities available to them, assisting as needed for utilization of services, and conduct follow up as required
6. Educate individuals with chronic illness about evidence-based standards of care, self-management of their chronic illness, and facilitate relationship building between the individual and the health care system

7. Document work through appropriate record keeping that follows program's policies and procedures
8. Make referrals for needed services and facilitate access to community resources
9. Conduct home visits when appropriate and necessary
10. Communicate with formerly incarcerated individuals and FIT team on project needs
11. Participate in outreach and advocacy activities in the community, prisons, local jails, and local reentry service providers
12. Participate and assist in community programs related to FIT, including outreach and engagement efforts to identify and engage with individuals who could partner with the FIT Program
13. Participate regularly in FIT team meetings and attend necessary ongoing trainings for community health workers
14. Assist with gathering programmatic data for quality improvement and other administrative duties as assigned
15. These duties and functions of the job description may be modified based on the needs of the organization

MINIMUM QUALIFICATIONS

- Minimum of high school diploma or GED
- Personal history of incarceration*
- Willingness to work in various environments, including prison/jail settings, and home visits at SRO or patient's residence
- Experience providing information, education, intervention and/or referral services to culturally diverse populations and/or community health worker certificate/CASAC/CPSS
- Comfortable working with culturally diverse populations, including members of the LGBTQIA+ community
- Comfortable working with a diversity of formerly incarcerated persons, including people convicted of sex offenses and violent crimes
- Flexible and able to take initiative.
- Able to work flexible job hours; some early morning, evening, and weekend work may be required
- Ability to operate office equipment, including keyboard, copier, telephone; able to view and work on a computer for a long period of time, ability to use Microsoft Office and internet
- Must be able to work in stressful environment

DESIRED QUALIFICATIONS

- Experience working with health care systems, substance use treatment programs, community-based organizations

* If needed to satisfy HR requirements, can add in "*or previous experience interacting closely with individuals who have been incarcerated*" and can verify experience during interview process.



- Experience within the past 5 years working as part of a multi-disciplinary team, collaboratively practicing with PCPs, health workers, health educators, and other health professionals
- Experience with client assessment, treatment planning, conducting interviews/investigations, advising/counseling clients, and participating in health promotion and health education activities
- Excellent organization, follow through, and ability to juggle multiple priorities in fast-paced environment with multiple collaborators
- Excellent verbal and written communication skills