



Duluth Community School Collaborative

Fostering community partnerships promoting wellness and school success for youth and families, creating a community of lifelong learners that embraces diversity.

Organization: Duluth Community School Collaborative

Position Title: Community Health Coordinator

Immediate Supervisor: Myers-Wilkins Full-Service Community School Site Coordinator

Compensation: \$20/hr without CHW Certificate. \$21/hr with CHW Certificate. Employer provides paid time and covers cost to complete CHW Certificate.

Generous Benefits: Paid Vacation, Holiday, and Sick Leave, Health/Dental Insurance

Position Details: Full-Time (40 hours per week), year-round position. Flexible working hours that are generally Monday – Friday between 7am – 3:30pm. This position includes occasional evening and weekend hours.

Description:

This position is responsible for assisting students and families of Myers-Wilkins Elementary School in reducing barriers to regular school attendance by navigating social services and health systems. This position will also support health initiatives and resources access for Lincoln Park Middle School and Denfeld High School. The goal of this position is to increase access to health and social services and to improve the quality and cultural competence of delivery of these services. Most of the Community Health Coordinator's role will be direct one-to-one work with participants, partnering with them to increase access to opportunities that promote wellbeing and health.

Job Functions:

It is expected that the Coordinator will spend the majority of their time directly working 1:1 with participants and documenting this work. Weekly to monthly meetings with school staff and teams that will help inform the 1:1 work are expected. Other work will include maintaining and growing partnerships (i.e. networking with health care providers, collaborating with school staff, co-leading the Together for Health initiative, etc.).

Essential job functions of Coordinator position include but are not limited to:

- Collaborate with DCSC staff and Myers-Wilkins School staff to develop caseload of students and families
- Outreach to families with identified needs based on DCSC and school asset and needs assessments. Outreach may include phone calls, home visits, and community events
- Support Myers-Wilkins school attendance efforts, including outreach to individual families, identifying barriers to attendance with the families, and identifying solutions to those barriers, which may include providing transportation.
- Coordinate food access through healthy school day snacks, Buddy Backpack program, Farm2School
- Support School-Based Health Center (SBHC) efforts
- Assist with the coordination of health care and community services for clients including, but not limited to medical care, immunizations, dental care, vision, and social determinants of health (housing, transportation, food, etc)
- Educate clients about how to navigate the healthcare system, social service systems, and



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community programs/services

- Assist clients in obtaining preventive health services and creating wellness plans and goals
- Motivate and empower clients to be active, engaged participants in their health
- Effectively work with people from diverse backgrounds in reducing cultural and socio-economic barriers between clients and the health care system
- Build and maintain partnerships with health and community organizations
- Continuously expands knowledge and understanding of health care systems and community resources, services and programs
- Compile and share health resources with families, including local resource platforms such as Resourceful and Help Me Connect
- Maintain updated client database with plans, notes, appropriate forms, individual process, and/or related information
- Demonstrate punctual and reliable attendance in accordance with designated work schedule
- Comply with applicable safety rules, laws, and practices; use proper safety equipment and procedures in all operations, including following COVID-19 safety protocols
- Build individual and community capacity to achieve wellness and address the social determinants of health
- Perform related work as assigned

Teamwork and Collaboration:

The Coordinator role requires a high level of collaboration and teamwork among co-workers and partner organizations including Duluth Community School Collaborative Staff, Staff at Myers-Wilkins Elementary School, Lincoln Park Middle School, and Denfeld High School, Together for Health Partners and Funders (Generations Health Care Initiatives and others)

Requirements of Work:

- Knowledge of the community being served or of a similar community
- Knowledge of basic computer skills (training will be provided for specific database and other programs)
- Have or obtain Community Health Worker Certificate through online course within 18 months of employment (course expenses and paid coursework time covered by employer). Equivalent experience or education may replace need for Community Health Worker Certificate.
- Basic knowledge of medical terminology, health promotion/wellness, and chronic disease prevention and management (this requirement will be covered in CHW Certificate course)
- Ability to work with people of diverse economic, cultural, and social backgrounds
- Ability to communicate effectively both orally and in writing, including listening well, and using language appropriately
- Ability to establish and maintain effective relationships with the public, partnering



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organizations, and co-workers

- Ability to follow through with documentation and reporting requirements
- Ability and willingness to participate in required professional development
- Ability and willingness to provide emotional support, encouragement, and motivation to clients
- Ability to keep information private and confidential
- Ability to work varied hours including days, occasional evenings, and (2-3 times per year) weekend hours.
- Ability to travel to multiple sites including occasional out of town (in state) locations.
- The physical requirements of this job are as for a normal office setting.

Minimum Qualifications for work:

- High School diploma or its equivalent
- Possession of a valid driver's license and insured, reliable vehicle (mileage reimbursed)
- Evidence of working successfully in independent (i.e. 1:1 client services) and team-based situations (i.e collaboration with an interdisciplinary team to provide services)

Preferred but not required Qualifications for work:

- Community Health Worker Certificate
- 2 years of professional experience of working in a health, education, or human service setting, providing direct client services.

Ideal Candidate qualifications:

The ideal candidate will be a trusted member of the Hillside, Lincoln Park, or Denfeld communities and/or have a close understanding of the neighborhoods, or a similar neighborhood in another location. This individual will possess or be able to develop both the social connections and skills to serve as a navigator between systems of care (health/social services) and the community served.

To apply, please send your resume and a cover letter to apply@duluthcsc.org.

Position Open Until Filled.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. We seek to continue to grow a diverse, highly committed, skilled, and collaborative staff.