

Job Description

Community Health Worker-Basic Needs (PT)

Position Summary

This contracted position works *8 hours weekly*, under the United Way leadership, in support of the Basic Needs for the Wayne County community. This position is made possible through the support of a Duke Energy Foundation grant and will provide support to the Wayne County community through data entry, registration, case management, community engagement, referral assistance and direct program support; to help meet the UWWC mission of uniting people with resources. The position has potential to increase in hours gradually, based upon need and additional resources.

Accountability

Reports directly to the United Way Executive Director. Works as a team with the local United Way Staff

Essential Responsibilities

- Serves as Program Coordinator in support of Foundation grant and the basic needs of community
- Serves as liaison of UWWC in support of community engagement
- Provides direct communication and translation where needed
- Assists with program delivery through presentations and events
- Collects, tracks and report data using NCCARE360 for case management and grant reporting
- Represents United Way of Wayne County at community events, resource fairs etc.
- Creates connections between diverse and vulnerable populations and healthcare systems.
- Performs miscellaneous tasks related to UWWC

Skills and Competencies

- **Bilingual (English/Spanish) a plus.**
- Knowledge of community agencies and resources
- Ability to practice cultural sensitivity.
- Ability to communicate effectively.
- Experience in Excel, Google Suite & Canva
- Innovative, creative, strategic thinker.
- Ability to maintain strict confidentiality.
- Flexibility regarding shifting job responsibilities and priorities.
- Self-motivated with strong interpersonal, communication, and organizational skills.
- Ability to work with the public.
- Goal oriented with ability to multi-task and possesses effective time management capabilities.
- A proficient collaborator
- Strong computer skills

Qualifications

Minimum - associate degree preferred.

8 hours weekly

\$22.00 per/hour

Temporary, Contracted Position

Send resume & Letter of Interest to- sarchibald@unitedwayne.org.

Updated: 9/10/23