



**Job Title:** SCH Community Health Worker (WSHEC)  
**Reports To:** Program Supervisor  
**FLSA Status:** Exempt  
**Status:** Part Time Opening – **Bi-lingual (English/Spanish)**  
**Location:** 1922 N. Pulaski Road, Chicago, IL 60639  
**Schedule:** Monday through Friday  
One opening from 9 a.m. to 2 p.m.  
Schedule subject to change based on office need

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*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

**Organization Summary:**

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has two locations to serve the North and South sides of Chicago and serves over 10,000 clients per year with a current budget of \$2.5 million and a healthy financial position. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

**Position Summary:**

SCH has entered into a partnership, participating community based organization with West Side Health Equity Collaborative (WSHEC) to expand its services and hire Community Health Workers (CHWs). WSHEC is an initiative on Chicago's west side that uses a comprehensive service network of community-based partners and medical providers to screen community members with chronic illness and for social determinants of health (that include housing) and provide a suite of comprehensive services to resolve identified issues. The SCH Community Health Worker will serve as a bridge between the patient, the medical system, and community-based organizations by building trusting relationships with community members served by the program. The CHW will also help in identifying barriers to accessing quality care, work with individuals to overcome these barriers, provide relevant referrals, follow-up with clients accordingly. The CHW will become familiar with SCH Comprehensive Suite of Housing Counseling Programs and work to connect SCH services to patient referrals in addition to connecting comprehensive services across WSHEC community-based and medical partners. Formal Health Worker Community Certification will be provided.

**Responsibilities:**

- Complete Health Risk Assessments (HRA) with patients living in target zip codes
- Assist with community resources and scheduling appointments
- Educate community members on the importance of engaging in primary care
- Home visits will be anticipated at the latter half of the program dependent on Covid-19 state and city guidelines.
- Refer to Medical Home CHWs at nearby WSHEC primary care practices for ongoing follow up and engagement with a primary care provider
- Accurately document patient information, assessment, and referrals in online portal platform

- Follow up with patients referred to primary care
- Attend ongoing training and learning related to job position and duties
- Outreach at community events to complete HRA

**General:**

- Maintain knowledge of SCH's programs
- Meets agency monthly goals as assigned.
- Maintains required job skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
- Provide basic information on all programs offered by Spanish Coalition for Housing and information on how to access these services and makes referrals as needed.
- Adhere to policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Flexible schedule including ability to work weekends and evening hours.
- Occasional mandatory participation of Saturday events hosted by employer and/or affiliates of sponsoring agencies.
- Protect organization's value by keeping information confidential
- Participates in special projects and performs other clerical duties as assigned by management.

**Qualifications:**

- High school diploma or GED
- Knowledge of Chicago's West Side communities (resident of a West Side community preferred)
- Demonstrate ability to collaborate and communicate effectively in a team setting.
- Punctual, reliable, and willing to learn.
- Ability to maintain effective and professional relationships with patients and other members of the care team.
- Strong interpersonal skills, communication skills and confidence and persistence in seeking out providers time to review patient progress.
- Displays high energy, empathy, and organization skills
- Ability to effectively engage patients in a therapeutic relationship, when appropriate, by telephone or face-to-face.
- Experience with or ability to learn assessment tools and interventions for hypertension, diabetes and mild to moderate depression.
- Ability and opportunity to work flexible hours.
- **Bilingual (Spanish and English) reading, writing and speaking required.**

**Compensation:**

Compensation is \$17.00 to \$22.50 based on experience.

**Physical Demands and Work Environment:**

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- Work place is a smoke and drug free environment.

*SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.*

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**To Apply:**

Visit: <https://www.sc4housing.org/careers>

- High school diploma or GED or two years related in social service agency
- Associate Degree or equivalent two (2) years related in social service agency.