



## **Job Opening**

**Organization:** Wellness In Action

**Location:** Big Sky, MT

**Position Title:** Community Health Worker

**Job Type:** Full-Time or Part-Time depending on candidate

**Compensation:** \$24-\$26/hour

- Full-time employees receive paid time off, paid holidays, and \$500 health insurance stipend

Applications will be considered through 11/15/2024 with interviews and hiring occurring as applications are received. Please email resume and cover letter to Kiernan McCarthy, Programs Manager, [kiernan@wiabigsky.org](mailto:kiernan@wiabigsky.org).

### **Job Summary**

Wellness In Action (WIA) is dedicated to providing a network of mental and behavioral health resources to those who live and work in Big Sky, MT in order to improve community wellbeing. WIA is seeking to hire a second Community Health Worker (CHW) to join the Program Team. The ideal candidate will have a deep knowledge and understanding of Big Sky and community needs. The CHW will work closely with WIA's current CHW and Programs Manager to provide direct support to individuals seeking mental health and psychosocial supports. The CHW will collaborate with Big Sky's mental health providers, food bank, schools, hospital, employers, and other non-profit organizations to provide short-term psychosocial support and offer connection to resources in order to improve health and wellbeing.

A CHW is "a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. The CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, social support, and advocacy".

### **Job Description**

- Connect with community members through the referral form who need assistance accessing services
- Assist clients in identifying needs, barriers to care, and setting goals to improve wellness
- Support clients through resource education and direct connections to services when possible
- Meet with clients at the WIA office and in appropriate community settings

- Document all client encounters and maintain comprehensive and confidential client files
- Complete and submit monthly reports to Programs Manager
- Attend outreach events, new hire orientations, and other community events to promote WIA and community resources
- Collaborate with community organizations to ensure well-coordinated care for clients
- Actively participate in and successfully complete CHW training course within 6 months of hire date and any additional trainings identified throughout the course of employment (course costs are paid by WIA)
- Attend weekly supervision meetings with Programs Manager and current CHW and regular meetings with a contracted behavioral health consultant
- Abide by state and federal reporting obligations as outlined by the CHW Code of Ethics
- Perform miscellaneous job-related duties as requested

### **Requirements**

#### **Education & Experience:**

- High school diploma or GED
- At least 1 year of experience relevant to the duties and responsibilities specified

#### **Skills:**

- Strong interpersonal and communication skills
- Open mind to work effectively with a wide range of people in a diverse community
- Knowledge of community services and resources
- Ability to maintain confidentiality
- Ability to communicate pertinent and sensitive information to health care professionals and care coordinators over the phone when appropriate
- Ability to operate email and Microsoft applications
- Organized and attentive to details
- Creative and analytical thinking
- Spanish language abilities preferred, but not required

#### **Conditions of Employment**

- Pass a pre-employment background check
- Must be able to start prior to January 20<sup>th</sup> to complete the Community Health Worker Fundamentals Training (cost paid by WIA)

**Please send resume and cover letter to Kiernan McCarthy, Programs Manager, [kiernan@wiabigsky.org](mailto:kiernan@wiabigsky.org).**