



Community Health & Education Worker (CHEW) Job Description

El Sol Neighborhood Educational Center is a nonprofit organization in the Inland Empire devoted to empowering our communities to lead healthy lives & access to health care; safe, affordable housing; opportunities for education; and the leadership skills to eliminate disparities. El Sol NEC's mission is for community members to reach personal empowerment to move towards self-sufficiency and contribute to their community's well-being.

The CHEW Program: Community Health & Education Workers (CHEWs) serve as district liaisons with community students and families whose children may be at risk and who may be under-utilizing district resources. With a focus on par with student and families' needs, CHEWs work collectively with school personnel including principals, attendance clerks, Family Engagement Center, health assistants, therapists, and academic counselors to address the social determinants of health and education that affect overall health and academic success.

Job Description: The CHEW will serve as a liaison between the health and education systems, and the community. The CHEW is primarily responsible for working as an active local CHEW assisting El Sol NEC and Loma Linda University with the implementation of the Schools District project goals and objectives. The CHEW reports to and works under the supervision of the CHEW program manager and Supervisor with particular emphasis on supporting the completion of the School Districts project tasks as described below.

Positions available:

- (1) Full-time for San Bernardino City
- (4) Full time for city of Ontario

Salary range:

- \$18 per hour

Benefits:

- Vacation, sick, and holidays (according to El Sol policies)

Requirements:

- Valid California Driver's License, Car insurance, and Car registration
- Computer literate
- Willing to drive and use own vehicle to travel
- Detail-oriented
- Essential that speak and write English and Spanish proficiently
- Able to adapt to a flexible schedule given the nature of the project.
- Preferably living in San Bernardino County.

Qualifications: El Sol seeks a highly driven individual who is a good fit both personally and professionally for the culture of El Sol. The successful candidate for this position will have the following qualifications:

- Demonstrate ability to work with adults and students
- Establishes good rapport and maintains an ongoing positive relationship with each family in the program through active listening, encouragement, guidance, and feedback
- Increase awareness and utilization of the school district system parent centers to promote navigation of services, college readiness, and job readiness.
- Ability to establish and maintain personal/programmatic boundaries, while providing supportive services
- Strong interpersonal skills
- Experience in working with culturally diverse communities and families with the ability to be culturally sensitive and appropriate
- Demonstrate good organizational skills
- Any combination of one-year experience as a Community Health Worker OR serving the community
- Demonstrate strong verbal and written communication skills.
- Outstanding reflective listening and conflict resolution skills.
- In addition, the ideal candidate for this position will be a trustworthy decision-maker. S/he will have a sense of humor; feel passionate and committed to directly working with parent and students.

Essential Functions:

- Complete the CHW basic trainings
- Provide parent instructions and delivery of information to families implementing the curriculum provided by El Sol Neighborhood Educational Center.
- Coordinate services and assist with referrals for health and education programs of benefit to students and families.
- Representing at various community events.
- Consistent and regular attendance is an essential function of this position.
- Support project processes including data documentation of program related activities.
- Attend regular staff meetings, trainings, and other meetings as requested.
- Act as a community advocate and liaison between the project team and the community.

Physical Requirements/ Environment Conditions:

- Requires prolonged sitting or standing
- Occasional stooping, bending, lifting up to 20 pounds and reaching
- Must work in noisy crowded environments.
 - Requires traveling in the San Bernardino County.

Responsibilities:

The CHEW will demonstrate excellent care and service through the following responsibilities:

- Understand, practice, and promote El Sol NEC & CHEW mission, values, methods, and model.
- Maintain daily ongoing contact (virtual meetings) with Program Coordinator.
- Maintain daily tracking/justifications of hours worked within your 40 hours.

- Maintain weekly home visits as required by the Model.
- Complete and submit by the deadline all required documentation regarding home visits and reports requested by the program coordinator.
- Actively recruit volunteer families to participate in the program.
- Attend and or participate in conferences, workshops, and other trainings related to job function.
- Perform other duties and responsibilities as determined by immediate supervisor or as needs arise.
- Ability to work occasional evenings and/or weekends as needed by families, including outreach, engagement, and re-engagement activities.
- Create and maintain participant files manually and electronically as instructed.
- Complete all mandatory trainings and prerequisite by El Sol.
- Other duties as assigned.

APPLICATION PROCESS:

If you would like to apply for this position, please email your cover letter, resume, and 3 references. Position will be open until positions are filled.

Email: lourdeslopez@elsolnec.org

If you need additional information regarding this position, you may contact [Lourdes Lopez](mailto:lourdeslopez@elsolnec.org) at lourdeslopez@elsolnec.org