



Position: Promotora Comunitaria de Salud/Community Health Worker

Hours: 40 hours/week

Salary: DOE

Reports to: Social Services Manager

This is a full-time temporary position during our efforts to tackle the challenges COVID-19 has brought to the Latinx community, but with the possibility to get hired permanently to do prevention and access to care advocacy work. We are seeking a bilingual, Spanish-speaking individual who is committed, responsible, patient, empathetic and self-motivated to provide Wraparound services to low-income Latinx families and individuals who have tested positive for COVID-19 as well as supporting the communications team in educating the community about the vaccine. This position reports directly to the Social Services Manager.

### **What is in our agency for you**

We are a multicultural agency dedicated to empowering Latinx families by providing opportunities and building bridges for a stronger community. We envisioned a thriving, connected community where all people are valued. If you are passionate about advocating for the Latinx community and immigrants' rights, your job at Centro will allow you to do that. Moreover, if you want to stay connected to your Latin American roots and/or want to constantly interact and cultivate authentic relationships with coworkers coming from different Latin American countries, Centro is the place for you. We are a family friendly organization that focuses on our employees' wellbeing and professional growth.

### **Position Description**

Duties and responsibilities include but are not limited to the following:

- Resource navigation and client advocacy.
- Increase health literacy and vaccine confidence within the Latinx community through phone calls, community events and/or workshops.
- Represent Centro Latino Americano during interactions with community.
- Maintain a high level of professionalism and integrity.
- Accurately file and store client information in adherence to client confidentiality policies and procedures.
- Promote, develop, and maintain productive, amicable working relationships with diverse individuals and groups, including peers and supervisors.
- Write notes about everyday interaction with clients and prepare weekly time sheets and activities' reports as needed.
- Ensure compliance regarding intake, case management and outreach practices that follow



agency guidelines.

- Covid-19 case management, outreach and other related duties assigned by supervisor

### **Position Requirements:**

- a) Biliterate and fluent in both English and Spanish. Ability to communicate big amounts of information, data and facts in a simple and concisely way both verbally and in writing.
- b) Ability to develop professional and working relationships with the clients, community partners, and service providers.
- c) Good organizational, written, verbal communication and computer skills.
- d) Be sensitive of dual relationships and ability to set clear, appropriate, and culturally responsive boundaries, and maintain confidentiality. Ability to deal with unusual situations and identify those situations when a supervisor is needed.
- e) Ability to identify low-barrier, community resources for the Latinx community.
- f) A reliable internet connection. Currently duties are performed remotely.
- g) Ability and interest in attending a paid 90-hour training to get certified as a Community Health Worker in the state of Oregon. Date of training is to be determined but it is likely it will happen in the late summer or early fall.

### **Education & Experience:**

- 1 year of experience in a clerical position in healthcare or social services with frequent interactions with clients. Or 1 year of customer service experience.
- Any combination of education and/or experience that prepares you for a human service position will be considered.
- Immigrants, people of color, people with disabilities, and gender nonconforming individuals are encouraged to apply.

Background Check: Eligible candidates must be able to pass a background check.

### **Application Procedure**

Submit a cover letter, resume, and complete job application on our website, <https://centrolatinoamericano.org/get-involved/employment/>

