

## **Job Posting: Full-Time Community Health Worker Training Coordinator**

Make the Road New York (MRNY) is hiring a full-time (40 hours/week) Community Health Worker (CHW) Training Coordinator to work in our Brooklyn office. The CHW Training Coordinator will facilitate two 8-week training programs/year, provide one-to-one healthcare employment counseling (including internship placements and job placement assistance), build and maintain partnerships with clinics, CBO's and other health institutions, and conduct outreach, tracking and reporting to highlight program successes. MRNY's CHW Training Program is a free program offered to eligible adult immigrants who are interested in pursuing careers in the health care setting.

### **THE ORGANIZATION:**

Make the Road New York (MRNY) builds the power of Latino and working class communities to achieve dignity and justice through organizing, policy innovation, transformative education, and survival services. Make the Road New York operates neighborhood-based community centers in Bushwick, Brooklyn; Jackson Heights, Queens; Port Richmond, Staten Island; and Brentwood, Long Island. With a membership of 23,000 low-income New Yorkers, MRNY tackles the critical issues facing our community: workplace justice, tenants' rights, immigrant civil rights, language-access, LGBTQ justice, public education, health care access, and immigration reform.

MRNY is a multi-service organization. Our Education Department offers ESOL, Citizenship preparation, and computer literacy, and in-school and after-school youth programs. Our Community Organizing Projects help New Yorkers to implement strategies to combat shared problems, and develop leadership and the capacity for civic participation. And our Departments of Legal, Health & Support Services provides direct legal representation, case management, and facilitated enrollment into public health insurance programs, training, and strategic support for members and organizing campaigns. Our attorneys and advocates specialize in labor and employment law, public benefits, disability benefits, housing law, healthcare and health insurance access, immigration, public education, domestic violence, and LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer) civil rights issues.

### **HEALTH DEPARTMENT AT MAKE THE ROAD NEW YORK**

MRNY's health department promotes the health and well-being of our community members. They advocate for improved access to healthcare for immigrants and provide health services to community members. The health department combines one-on-one assistance, helping individuals and families navigate the health system and apply for health insurance; operates two food pantries; engages the community in an innovative urban gardening project, and creates a safe space where LGBTQ community members can obtain necessary health information. MRNY's health department also runs a promotora program, training community members to do outreach and screening for food stamps (SNAP) and health insurance benefits and refers eligible families to apply. The health department also runs a community health worker (CHW) training program and has several projects where CHWs do home visits with families who have asthma. The health team also leads campaigns at the city and state level to increase access to care and coverage for immigrants in New York.

### **CURRENT OPENING:**

The CHW Training Coordinator facilitates two 8-week trainings per year, provides one-to-one healthcare employment counseling (including internship placements and job placement assistance), builds and maintains partnerships with clinics, CBO's and other health institutions, and conducts outreach, tracking and reporting.

- Facilitate 2, 8-week CHW Trainings per year, which includes planning and 20-25 hours of teaching classes and certification trainings. Develop a comprehensive, organized, replicable curriculum for training program. Coordinate with presenters to give specific trainings as part of cohort.
- Provide one-to-one counseling including resume and cover letter support, application and health-related job/training searches and placement assistance to CHW students. Maintain records of individual meetings with program participants entering information in tracking systems.
- Network with a variety of partners, conducting outreach and creating new partnerships with CBO's, clinics and hospitals.
- Assess students' job readiness, matching students to internship sites. Maintain contact during internship with both interns and site coordinators as needed.
- Conduct outreach for CHW and Bridge program participants. Assist with the intake for the CHW class (orientation, registration, interviews) and gather data for internal and external reporting.
- Coordinate with the Bridge-to-Health class to ensure that Bridge students are connected to the CHW program.
- Attend scheduled staff meetings and trainings
- Correspondence with and reporting to project funders and stakeholders.
- Work with other MRNY staff to envision and implement ways to support and mobilize MRNY members around health-related issues. Provide support to health campaigns by collecting stories, supporting press events, etc.
- Work with health team to identify health issues of concern and develop strategy/carry out initiatives to solve systemic problems in the health system.

### **REQUIREMENTS:**

- § Fully Bilingual (Spanish/English)
- § Interpersonal and organizational skills of the highest caliber
- § Minimum 2 years' experience teaching or training adults
- § Bachelor's degree or equivalent experience in delivering trainings, programs coordination and/or case management
- § High level of accountability and initiative; needs to be a self-starter and eager to do team work to support the organization as a whole
- § Ability to work under pressure during deadlines and in a fast-paced, high-energy environment
- § A commitment to collaboration across diverse teams

- § Ability to travel to all of MRNY's office as needed
- § Flexible work schedule, some evenings or weekends required
- § Knowledge of Microsoft Office Suite and databases
- § Strong computer skills (web-based database, word processing, Excel, etc.)
- § Strong verbal and written communication skills
- § Must be willing and able to work in a multi-cultural and multi-ethnic work environment
- § A commitment to collective action and community organizing, preferably with some advocacy or community organizing experience

**PREFERENCES:**

- § Minimum of 2 years working with English Language Learner students
- § Experience working in community health
- § Experience providing job readiness support
- § Experience working with the population that MRNY serves

Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply. Make the Road is an equal opportunity employer.

**SALARY AND BENEFITS:**

Starting salary is based on a scale set by a democratically-elected personnel committee and will depend on factors such as experience and education. MRNY offers an excellent benefit package including health insurance, 401K, and generous paid vacation, sick, personal days and paid maternity / paternity leave.

**TO APPLY:**

Forward a cover letter and resume to Amy Richards by email at [CHWtrainingcoordinator@maketheroadny.org](mailto:CHWtrainingcoordinator@maketheroadny.org). Please write "Application for CHW Training Coordinator" in the subject line, attach cover letter/resume AND include both in the body of the email.