



JOB TITLE: Community Health Worker (Full-Time)

Department: Community Health

Reports to: Community Health Worker Coordinator, Director of Operations

Position Overview:

Under the supervision of the Community Health Worker Coordinator and Director of Operations, the Community Health Worker (CHW) will assist uninsured individuals and families with determining eligibility for Genesee Health Plan benefits, Medicaid, MiChild, Healthy Michigan Plan (HMP), Medicare, or by assisting with purchasing insurance on the Michigan Marketplace. The CHW will help clients navigate community services, school-based health services, and other community resources while providing health education to individuals, siblings, parents, and caregivers.

This role involves working with community-based organizations, schools, healthcare providers, and GHP Health Navigation staff across Genesee, Bay, and Saginaw Counties. Occasional travel may be required. The CHW will focus on addressing social barriers to healthcare for low-income individuals by conducting assessments and surveys to support chronic disease management, self-care, and preventive health measures.

Key Responsibilities:

- Assist individuals with determining eligibility for Genesee Health Plan benefits, Medicaid, MiChild, Healthy Michigan Plan (HMP), and Medicare, including gathering necessary documentation and completing enrollment forms.
- Provide education and enrollment assistance for various health coverage options and assist with the Michigan Marketplace.
- Support individuals with accessing prescription medications through the GHP Prescription Assistance Program.
- Link individuals to safety-net providers and community resources to meet social barriers to health.
- Conduct Community Access Needs assessments for chronic disease management, including interventions and follow-up with individuals, families, and healthcare providers.



- Collaborate with schools, healthcare providers, and community organizations throughout Genesee County (occasional work in Bay and Saginaw counties) to address the social barriers to health.
 - Maintain accurate records of all interactions and enrollments in GHP's electronic software system, in compliance with all relevant federal, state, and agency guidelines.
 - Participate in community health events and assist with health fairs, enrollment sessions, and community education.
 - Comply with HIPAA regulations by ensuring the confidentiality of client health information.
 - Perform other duties as assigned.
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Position Details:

Full-Time Available

Full-Time Position Details:

- **Work Schedule:** 40 hours per week, Monday through Friday.
 - **Benefits:** Full-time employees are eligible for health insurance, retirement plans, paid time off, and professional development opportunities.
 - **Eligibility Requirements:** Must meet qualifications outlined below and be available for occasional evening and weekend hours.
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Qualifications:

- Bachelor's degree in human services, health-related field, or an equivalent combination of education and experience is preferred.
- Relevant experience in mental health, health education, and supporting behavior change in chronic disease management.
- Must complete Navigator Assister Certification and MMAP training within 60 days of hire, and MI-Bridges training within 90 days.



- Successful completion of MiCHWA CHW Certification within the first year of employment, and annual CEU requirements to maintain certification.
 - Experience working with culturally diverse, indigent, and low-income populations.
 - Proficient in Microsoft Word, PowerPoint, and Excel.
 - Valid driver's license and proof of automobile insurance are required for travel across Genesee, Bay, and Saginaw counties.
 - Effective communication skills.
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Physical Requirements:

- This role involves sitting for most of the time, with occasional standing or mobility for brief periods.
 - Must be able to lift and move objects weighing up to 10 pounds up to one-third of the time.
 - Occasional travel to Genesee, Bay, and Saginaw counties is required for outreach and community-based work.
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Genesee Health Plan is a 501(c)3 designated non-profit organization that is an Equal Opportunity employer committed to a workforce that is diverse and inclusive.

Genetic Information Nondiscrimination Act (GINA) Notice:

The employer will not request or require genetic information from employees or applicants and strictly prohibits discrimination based on genetic information in employment decisions. Genetic information includes an individual's family medical history, genetic test results, or the genetic test results of family members. This policy is in accordance with the Genetic Information Nondiscrimination Act of 2008 (GINA) and applicable state laws.