



**Job Title:** Coordinator - Community Health Worker Initiatives

**Reports to:** Statewide Program Manager - Community Health Worker Liaison

**Status:** Non-exempt

**Employment Type:** Part time

**Geography:** Statewide - Hawai'i

**Salary Range:** \$19.25/hr - \$23.08/hr

**Deadline for Applications:** Position open until filled

**Applications:** Please submit a cover letter, resume or CV, and list of 3 professional references through this Jotform link:

<https://form.jotform.com/Foronda/CoordinatorCHWAssn>.

**Questions:** Please forward questions to Rosi Handy at [rosilyn@hiphi.org](mailto:rosilyn@hiphi.org) and reference in the subject line "Coordinator: HICHW Initiatives" Or call (808) 591-6508 ext. 11.

### **About HIPHI:**

HIPHI is a non-profit hub for health, bringing community-based organizations, government, academia, foundations, and business together to improve the quality of life for the people of Hawai'i. HIPHI's mission is to advance the health and wellness of the people and islands of Hawai'i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building, and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

### **About HICHW Association:**

Community Health Workers (CHWs) are frontline, trained and trusted individuals of the community who have deep connections and understandings of the community being served. The Hawai'i Community Health Worker Association (HICHW) was developed to identify tools of support, education, and collaboration needed to assist fellow CHWs to mālama their communities.

- **Vision:** CHWs are recognized as integral partners to create lasting change to healthier communities in Hawai'i.

- **Mission:** Empower and equip CWs to reduce health disparities by increasing access to trainings, education and multi sector collaboration.

### **Job Summary**

The Coordinator for Community Health Worker Initiatives is responsible for working with the HICHW Leadership Council and HIPHI Program Manager to move the HICHW Association forward. This includes assisting the Leadership Council with their first strategic plan, identifying short-term goals and long-term goals, continual assessment of training and resource needs, among many other things.

### **Duties and Responsibilities**

- Works closely with HICHW Leadership Council to ensure the day-to-day operations of the association are functioning efficiently and consistent with project goals, and timelines.
- Attends CHW meetings, committee meetings, and assists with projects or initiatives of various committees.
- Serves as the association's community engagement coordinator, responsible for developing and implementing a strategic relationship management plan to ensure regular communications with stakeholders that will ultimately advance the association's mission and lead to sustainability for the association.
- Contributes to and assists with association contracts, grants, or projects.
- Assists in monitoring project status reports to ensure projects stay on tracks.
- Updates and maintains the hochw.org website, newsletter, marketing materials, flyers, and other promotional items for the association.
- Assist in pulling research articles on CHWs to assist with grant writing/input; dissecting/summarizing research. (for example google scholar)
- Involvement in listening and participating in legislation meetings.
- Attends required HIPHI all staff meetings, trainings, and team huddles.

### **Education and Experience**

- Trained as a CHW, certificate holder a plus, or demonstrated life experience serving a CHW-like role or working closely with CHWs.
- Ability to work in environments with diverse staff, clients, and volunteers.
- Ability to quickly establish rapport with diverse groups of people and organizations.
- Exceptional organization and leadership abilities
- Strong organizational skills and attention to detail.

- Ability to take initiative and work independently, while also using judgment on when to seek team guidance and input to ensure the success of the association.
- Excellent communication skills, both written and oral, as well as a skilled presenter to groups.
- Enthusiastically invested and committed to the continued growth of health equity and public health efforts with the use of CHW strategies.
- Ability to work remotely. Has access to reliable internet and phone service.
- Familiar with Google Suite - Docs, Sheets, Slides; WordPress, and Mailchimp

### **Benefits**

1. A hybrid working environment is an option with prior discussion and approval by management.
2. A collaborative work culture with flexible scheduling and promotes work-life balance.
3. Laptop, virtual phone line, and other work-from-home supplies.
4. 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year. For part-time employees, holiday pay is pro-rated based on the number of hours worked per week.
5. Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
6. Flexible spending accounts for medical, dependent care, and other eligible expenses.
7. Cell phone and internet stipend.
8. Opportunities to attend conferences and other professional development opportunities.
9. 401K retirement plan with an employer contribution (contribution starting after 1 year of employment).
10. A qualifying employer for the [Public Service Loan Forgiveness \(PSLF\) Program](#), which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

**Website:** [hiphi.org](http://hiphi.org) | [hichw.org](http://hichw.org)