

Position Title: Community Health Worker--**Vietnamese**
Division: Programs & Education
Reports to: Social Work Supervisor
Status: **Part-time; 20 hours/week** Non-Exempt
Pay Range: \$18 to \$22/hour depending on qualifications

General Summary:

The **Community Health Worker** (CHW) is part of a team that helps individuals and families impacted by dementia. The CHW provides general information and education about Alzheimer's disease and related dementia and advocates for individual and community health needs.

Essential Job Functions:

- Responsible for establishing trusting relationships with participants and their families while providing general support and encouragement.
- Provides outreach to families impacted by progressive cognitive decline.
- Provided education about Alzheimer's disease in 1:1 and group settings.
- Follow – up with individuals via phone calls, tele-visits, home visits and visits to other settings where constituents can be found.
- Established positive relationship with community resources and help participants connect with same.
- Exhibit excellent working relations with clients, client families, professional partners, and staff members.
- Effectively communicate the mission of Alzheimer's Orange County (AlzOC).
- Record client care management information in the constituent management system and other software no later than 24 hours after client contact.
- Attends regular staff meetings, training courses and other meetings as requested.
- Always maintains HIPPA compliance.
- Represent Alzheimer's Orange County at community meetings as assigned.
- Create and manage a "Walk 4 Alz" team.
- Other duties as assigned.

Minimum Requirements:

- Written and oral fluency in English and Vietnamese required.
- A college degree (Associate's, B.A./B.S) or equivalent work experience in the helping profession preferred.
- Experience working in a community-based setting in Orange County preferred.
- Knowledge of mandated reporting guidelines, ability to assess for safety concerns and discuss with Dementia Care Specialist when concerns for elder abuse, neglect or mistreatment may be occurring.
- Familiarity with Alzheimer's disease, other dementias, and caregiving issues.

- Two years' experience working in a community-based setting in Orange County preferred.
- Previous experience with customer service preferred (i.e. volunteer work, call center, information and referral).
- Basic computer skills required, experience with an electronic medical record (EMR) preferred.
- Independent ability to get safely to and from community meetings, events and places where constituents gather in a timely manner.
- Knowledge and understanding of the community served; community connectiveness.
- Excellent communication skills, including active and reflective listening and appropriate language and fluency.
- Ability and willingness to provide emotional support, encouragement, and motivation to constituents.
- Ability to represent the Alzheimer's Orange County in a professional manner.
- Ability to work occasional evenings and weekends.

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.