



Community Outreach Specialist/Childhood Lead Poisoning Prevention Program(CLPPP) Community Health Worker Job Description

ABOUT THE ORGANIZATION

NewVue Communities is the leading non-profit housing developer in North Central Massachusetts and has over forty years serving residents in communities. We serve people from Athol to Harvard.

NewVue Communities is a community-based non-profit organization whose mission is to improve the quality of life of low- and moderate-income residents in North Central Massachusetts through community development. The work of NewVue Communities is about improving and stabilizing neighborhoods, promoting business development, and building the economic, physical and personal or individual assets of local communities and their residents. The community assets range from a house or a business to a new leader or community working together to affect a change.

JOB DESCRIPTION

Provides case management services including in-home counseling, education, and advocacy to families of children affected by lead paint hazards in the home; maintains client files and assists with reporting; attends mandatory meetings and case reviews. This position is also responsible for leading education and outreach in the North Central area through presentations, training, events, and site visits to generate awareness about childhood lead poisoning, health, and wellness information in general. Additionally, this position would assist the Housing Services Department as needed. They will maintain client files, schedule appointments, prepare documents, and enter data as required. This position is currently a hybrid position.

RESPONSIBILITIES:

1. Provide in-home counseling, education, and temporary hazard reduction to families of children affected by lead hazards.
2. Complete client intakes and make appropriate service referrals.

3. Collaborate[GU1] with Massachusetts Department of Public Health (MDPH) Childhood Lead Poisoning Prevention Program (CLPPP) staff/team members to ensure optimal case management.
4. Distribute lead prevention and program materials to community sites on a quarterly basis.
5. Maintain timely and accurate case records and outreach schedule.
6. Attend regularly scheduled case reviews, meetings, and trainings.
7. Participate in data gathering for monthly and quarterly reporting.
8. Perform other related duties as requested by the director of Housing and Financial Services.
9. Coordinate and deliver group education workshops on the above-mentioned topics.
10. Conduct outreach and recruitment for housing and financial services programs and; health and wellness.
11. Utilize agency client management system to maintain client files in accordance with all laws and governing organizations.
12. Build relationships with lenders, realtors, service providers and other professionals in the field.
13. Remain current on regulations, industry best practices, and housing market conditions.
14. Coordinate and implement health-related educational events and activities.

QUALIFICATIONS:

1. Experience or a commitment to being trained and serving as a case manager.
2. Experience or a commitment to being trained to conduct educational training in a community setting.
3. An associate degree in public health, environmental studies, human services or related field preferred.
4. Must show sufficient work experience demonstrating ability to perform required tasks.
5. Prior community advocacy or outreach experience is preferred.
6. Excellent communication skills both verbal and written.
7. Strong organizational skills and ability to work well independently and as a team.
8. Must be comfortable interacting with families from diverse backgrounds.
9. Ability to assess the needs of families, develop supportive relationships, and to connect families to local resources.
10. Bilingual (Spanish/English) is highly preferred. Must be comfortable using a language service tool.
11. Basic knowledge of Microsoft Office applications and experience with databases required.
12. Must have a valid driver's license, access to a reliable car/insurance and willingness to travel throughout the county providing home visits.
13. Must be committed to completing the MDPH Lead Determinator and Low Risk Lead Removal courses.
14. Acceptable CORI/SORI required.

15. Clear understanding of or commitment to learning HIPPA regulations.
16. Able to understand or committed to learning to read an Environmental Lead Report.

Note: This job description is not intended to be all-inclusive, or exclusive. In this position it may be asked to perform other tasks as may be required. Those considered for this position must be sensitive to the needs of low- and moderate-income persons, as well as responsive to the community that NewVue serves, funders, program participants, and NewVue's members.

The salary range for this full-time 40 hours a week position, subject to experience and qualifications, is: \$41,600 - \$50,000 plus benefits.

If you believe that you have skills and qualifications that would contribute to NewVue and to this position, we encourage you to apply. Please submit a cover letter and resume as one document to jobs@nvcomm.org. No letters or phone calls please. Questions should be addressed to: Madeline Mendoza, Director of Housing & Financial Services – mmendoza@nvcomm.org. Position will be open until filled.

NewVue Communities views diversity, inclusion, and cultural competence as vital principles in all of our work with clients and communities. We welcome and encourage applications from visible minority groups members, indigenous persons, members of the LGBTQ community, persons with disabilities, and others who may contribute to the diversity of the organization and who reflect the diversity of the communities we serve.

NewVue Communities provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Women, minorities, individuals with disabilities and veterans are encouraged to apply.