



**Position Title:** Community Health Worker Coordinator  
**Reports To:** Provost and VP of Academic Affairs  
**Department:** Shelby County Health Disparities  
**Classification:** Full-time, Salary Exempt, Grant-Funded, 12-months, Benefits Eligible

## **POSITION OVERVIEW**

The Community Health Worker Coordinator with the Shelby County Health Department Health Disparities Grant will facilitate and monitor student Community Health Workers as they educate individuals in targeted zip codes regarding health disparities that accompany the COVID-19 pandemic.

## **DUTIES AND RESPONSIBILITIES**

- Develops and executes marketing and outreach strategies to increase awareness and utilization of health disparities education programs that serve the community and targeted populations
- Conducts outreach activities strategies to increase awareness and utilization. of health disparities education programs
- Assists In developing outreach-strategies for the community, service providers and targeted populations
- Identifies service gaps in the community and directs outreach effort to fill the gaps
- Creates and coordinates the creation of promotional materials for various audiences to support the health disparities grant
- Assists with data collection, analysis and reporting of program and outreach and engagement activities
- Works with community partners to promote the dissemination of information regarding health disparities grant services and those of community partners
- Performs other related duties as required or directed

## **MINIMUM QUALIFICATIONS**

- Must possess a valid Tennessee driver's license or secure one upon date of employment
- Must have daily access to an operable automobile for daily use and meet county requirements for automobile insurance upon date of employment

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of modern office practices and procedures and equipment; skilled at operating office equipment
- Ability to become proficient in Microsoft Word and Excel. Familiarity with computerized databases
- Ability to communicate with staff and the public with courtesy and tact
- Ability to plan, organize and maintain an even flow of work
- Ability to resolve problem situations
- Knowledge of the social service community
- Knowledge of community needs
- Strong written and verbal communication skills
- Ability to conduct group presentations

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**