



## Job Description

### First Steps Community Health Worker/PASOs team member

Time: 40hrs /week

The PASOs Community Health Worker/First Steps Specialist will assist families with developmental screening in home visits in Beaufort County. The CHW will be based out of the Beaufort County First Steps office.

#### Access to services (60%)

- Conduct intake interviews in person or over the phone
- Refer clients to resources as needed and in accordance with PASOs standards and protocols
- Conduct home visits
- Administer the ASQ3 screenings to children between the ages of 0-5 during home visits with families
- Provide follow up support and assistance in navigation of relevant referrals and benefits
- Provide support and education to parents in subject related to their child's development including health, literacy and education.

#### Program Administrative Support and Training (20%)

- Maintain records of all:
  - Outreach events conducted
  - Phone calls made and received (from promotores and families)
  - Referrals made and received
  - Trainings attended
  - Meetings attended
  - The number of ASQs administered and results of screenings
- Meet consistently with PASOs Program Coordinator/Mentor and make reports and referrals as needed
- Participate in semi-annual PASOs training conferences
- Participate in monthly PASOs Network Zoom meetings
- Participate in scheduled staff and board meetings for Beaufort County First Steps

#### Outreach (20%)

- Work with the PASOs Program Coordinator/Mentor and Promotores (PASOs CHWs) to organize outreach
- Help organize outreach to the Latino community for enrollment in the program
- Attend community meetings as a PASOs or as a Beaufort County First Steps representative as needed
- Promote Beaufort County First Steps and PASOs in Beaufort, SC
- Perform other duties as assigned

#### Minimum Training/Education

- Associates Degree in Human Services field or equivalent
- One year experience working or volunteering with the Hispanic community of the Beaufort area.
- Bilingual (English-Spanish)
- Case management experience

Additional Knowledge, Skills, and Abilities Preferred

- Experience with Microsoft Office applications such as Word-Excel-Powerpoint-Outlook
- Some college or equivalent experience
- Experience with databases
- Ability to multi-task a variety of functions
- Excellent Interpersonal skills to be able to interact with all levels of personnel in an academic and community setting
- Excellent communication skills
- Self-motivated / require little supervision

Other requirements

- Must have valid drivers license and show proof of insurance
- Must have vehicle to use in performance of job
- Ability to travel extensively
- Some flex hours maybe required
- Must be able to pass criminal background, child, and adult maltreatment screen

Deadline to submit resume: May 15, 2019

Qualified individuals should send resume to:

Beaufort County First Steps

Attn: Betty Washington

(Fax) (843) 379-7840

Email: [bjw1steps@hargray.com](mailto:bjw1steps@hargray.com)