



LAC+USC Medical Center Foundation, Inc.
The Wellness Center at Historic General Hospital
1200 N. State Street, Suite 1008
Los Angeles, California 90033
www.thewellnesscenterla.org | Tel: 213.784.9191



Job Title:	Community Health Worker/Outreach Specialist
Employer:	LAC+USC Medical Center Foundation, Inc./The Wellness Center
Job Status:	Part-time to full-time positions available
Job Location:	Field-based work, based upon assigned areas to be determined.
Schedule and Hours:	To be determined, based upon mutual agreement. Up to 40 hours per week, evening and weekend hours available.
Rate of Pay:	\$18-\$25/hour based on experience and qualification, overtime eligible
Start Date:	Immediately

About the Foundation and The Wellness Center:

The LAC+USC Medical Center Foundation, Inc. is the non-profit foundation supporting the Los Angeles General Medical Center, the largest public hospital in Los Angeles County. The Wellness Center (TWC) is a community services resource hub located on the LA General campus in Boyle Heights. TWC opened in 2014 to provide health navigation and social support services to patients of LA General and community residents. TWC services are free and available to all, regardless of insurance, legal status or home address. TWC's mission is to inspire and empower local residents and patients to take control of their own health and wellbeing by providing culturally-sensitive services and resources that enable prevention, address the root causes of disease, and improve health outcomes.

Job Summary: The Community Health Worker/Outreach Specialist (CHW/OS) will support TWC's mission of community outreach, education, family and community wellness, and disease prevention and mitigation to promote and connect local residents of highly-impacted communities to health and social service resources. A focus of the work of the CHW/OS will be to increase awareness, knowledge, and prevention of chronic and communicable diseases. The CHW/OS will focus on localized efforts that meet people "where they are at" and are delivered in-language of choice and using culturally relevant approaches. CHW/OS will deliver both in-person and virtual outreach and education services, and will be trained in and assigned specific programmatic duties.

Job Duties and Responsibilities:

Client Outreach, Engagement and Education

- Disseminate accurate and up to date COVID-19 and chronic and communicable diseases materials and resources with members of highly-impacted communities;
- Utilize both in-person (where possible to do so safely) and virtual outreach efforts (phone, text, social media) to reach targeted populations;
- Support linkage to care and support services for individuals and families;
- Include complementary education and outreach, when appropriate (e.g., immunizations, navigation to support services);
- Visit small business owners and landlords to provide education about current guidance, programs and services that may benefit them;
- Assess residents for need and refer to appropriate and available services/resources;
- Work one-on-one with specific individuals to enroll them in appropriate services and benefits programs.

The LAC+USC Medical Center Foundation works to ensure high quality health and wellness services are available to all Angelenos, to minimize barriers to good health, and improve the healthcare system that supports us all.



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General Responsibilities

- Participate in and support data-collection efforts ensuring quality and complete data collection and entry.
- Comply with training protocols regarding confidential information related to personal information.
- Attend regular meetings as required, including staff meetings and project team meetings.
- Accept responsibility for other duties, as assigned.

Minimum Qualifications:

- Six months of experience working with the public or with community groups performing duties, such as interviewing clients or community members concerning health or social service matters, answering questions, and providing information about health, mental health, and social services to community members.
- General computer and technical fluency and the ability to use web-based platforms for training and data entry, for communication, correspondence, calendar management, submitting reports, etc.
- Personal transportation or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.
- Physical ability to sit for up to two hours at a time. Physical ability to walk up to 2.0 miles. Physical ability to lift up to 20 lbs.
- Available to work evenings and weekends, as needed.
- Ability to speak, read, and write the native language(s) of those you serve (e.g., English, Spanish).

Desirable Qualifications:

- Understanding of general health disparities and unique impact of COVID-19 and chronic and communicable diseases on communities of color, low-income communities, and other highly impacted communities.
- Experience conducting community education and/or community outreach in the field and to businesses, schools, clinics, and faith-based and community groups.
- Community-based awareness and relationships within assigned areas.

EMPLOYMENT CLASSIFICATION: The CHW/OS is a non-exempt employee of the Foundation, is employed at-will, and is subject to the policies and procedures outlined in the Foundation Employee Handbook. Part-time employees are eligible for benefits including paid time off and retirement plan participation. Full-time employees are eligible for benefits including medical, dental, vision and life insurance, paid time off, and retirement plan participation.

WORK SCHEDULE, LOCATION AND CONDITIONS: The CHW/OS is expected to work an average of 20-40 hours per week based on a preapproved schedule. Working hours will typically be Monday through Friday, with occasional evening and weekend hours as needed. The CHW/OS will be based at the TWC offices with work conducted onsite or at locations within the community as needed.

The LAC+USC Medical Center Foundation, Inc. is an Equal Opportunity Employer. Qualified applicants with criminal histories will be considered for employment in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

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