



**POSITION DESCRIPTION
BROOKLYN CENTER COMMUNITY SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Community Health Specialist	FLSA Status: Non-Exempt
Immediate Supervisor's Position Title: Community Engagement Director	Bargaining Unit/ Work Group: Unaffiliated Non-Exempt
<p>Job Summary: Work as a liaison between Brooklyn Center Community, school district staff, Northwest Hennepin Family Service Collaborative (NWHFSC), partners and providers regarding health and human services programs for Brooklyn Center and the Northwest Hennepin regional area. Performs coordination of resources, assists Community Education Director related to the HRC and health programs, and promotes the clinic and partners (directly to families, the community, and school staff). Assists with mental health, vision, dental, chemical health, walk in medical clinic, violence prevention program, and sexual health referral forms, paperwork, and assist clients completing forms. Facilitates communication and referrals between providers. Under the direction of the Community Engagement Director and Northwest Hennepin Family Services Collaborative Executive Director, this key position will assist in building a community of success through collaboration, training, basic needs, resource and referral information, and data tracking.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

<p>Collaborate with NWHFSC and school partnerships to eliminate barriers to health services and implement health equity while serving the Brooklyn Center Community and the Northwest Hennepin Regional area. Support Brooklyn Center Community Schools partners that provide medical services, serving as the point of contact, preparing schedules and passes, responding to questions and other office work during clinic hours. Assist with the day-to-day activities of the Health Resource Center. Serve as a liaison supporting community and student basic need referrals. Provide insight and guidance on the BCCS HRC and NWHFSC regional community related health equity initiatives and identify opportunities for collective action. Help to identify emergent health equity issues within the community for potential NWHFSC engagement. Support health education, sexual violence, relationship support services, therapy, chemical health referrals and partners. Facilitate referrals and manage paperwork completion and accuracy. Identification of opportunities for the use of restorative justice models to facilitate trust building between BIPOC communities and Minnesota health care organizations Assist in identifying social determinants of health that impact access to health care Provide resources for partners on bias and anti-racism as it relates to health and well-being care Assist with the curation, development, and dissemination of a common, core set of implicit bias and anti-racism educational resources and tools for physicians and other clinicians. Exploration of and, as applicable, development of community-wide metrics for accountability in implicit bias and anti-racism education and training. Support community engagement planning and execution locally and regionally Support vision and dental clinic dates at all sites, including managing referrals, preparing schedules, chaperoning elementary students at their HRC visits, and providing support on dates of service.</p>

Attend outreach events (sharing information about the clinic, Farm to School, wellness initiative, Community Schools model, Health on the Go(HOTG) and NWHFSC)as needed.

Assist with consent forms process by providing forms to students/ families, tracking returned forms, reviewing for completion and accuracy and sharing forms with providers.

Distribute and collect HRC packets. Coordinate distribution with school and enrollment offices.

Build or strengthen relationships with community partners for regional health services.

Other duties as assigned.

SECTION III: QUALIFICATIONS AND REQUIREMENTS

EDUCATION/ KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in the position could reasonably be obtained only by completing the following	
Required Education/ Training (Choose one)	Degree Information: Type of Degree: (B.A., M.A., etc.)
<input type="checkbox"/> Less than high school diploma	B.A.
<input type="checkbox"/> High school diploma or GED	Major field of study or degree emphasis: Human Services or related field, including but not limited to social work, counseling, psychology, sociology and child development/ family relations.
<input type="checkbox"/> 1 year college <input type="checkbox"/> 2 years college	
<input type="checkbox"/> 3 years college <input checked="" type="checkbox"/> 4 years college	
<input type="checkbox"/> 1st year graduate level	
<input type="checkbox"/> 2nd year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
<input type="checkbox"/> Doctorate level	
Required Work Experience in Addition to Formal Education/ Training: Previous experience working with diverse populations and urban/ suburban school settings preferred.	
Other Requirements: Hours may include nights and weekends.	
LICENSE/ CERTIFICATION	Bachelor's degree. LGSW or MPH preferred.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Ability to deliver articulate verbal presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents and the general community; Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic background; Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness; Skilled in supervision of students and adults, strong communication skills and strong technology skills.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	Varies

INDIRECT SUPERVISION: Education Assistants	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: The essential duties of the work are performed under various physical hazards or environmental conditions noted.	Work is primarily performed in a typical office/ classroom setting and is exposed to a minimum of environmental conditions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities

Physical requirements associated with the position can best be summarized as follows:

Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic). Work is generally performed in a moderately noisy location (e.g. business office, light traffic)

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: