



JOB DESCRIPTION

CHW Training Program Supervisor

About the Center:

Join a team that makes a daily positive impact on the lives of our community members! The Center for Well-Being (Center) is a local non-profit committed to creating a healthier, more equitable Sonoma County for all. Our community-based work advances systems and policies that address health and other inequities, and we have deep partnerships with local non-profits, health care providers, and advocacy groups to advance this work. We support individuals and families to live healthier, more active lives through education, advocacy, and resources – and we have fun while doing it! The Center champions a collaborative, communicative, and creative work culture where each individual is empowered to do their best and valued for their contribution to our mission. We also offer a competitive benefits package and a generous time off policy. Together, we transform lives!

Position Description:

The Community Health Worker (CHW) Training Program Supervisor will play a critical role in the successful implementation of our Community Health Worker training program to help grow and support this unique and valuable workforce! This position will be responsible for building and maintaining strong relationships with diverse partners, promoting the organization's mission, and elevating its visibility in the community. Responsibilities include coordination of program activities, which includes transitioning existing curricula to an online platform, pilot testing and gathering feedback from partners, and facilitating trainings in-person or online. The ideal candidate is a self-motivated professional with excellent communication skills (verbal and written), high organizational and planning skills, exceptional project management skills, high emotional intelligence, creative thinking and problem-solving skills, and commitment to advancing health equity for all!

Status: Full-time, including some evenings and weekends

Rate of pay: Non-exempt, \$28 - \$32 per hour

Mode of work: Hybrid (some remote, some in-person)

Benefits: 100% employer-paid medical and dental, four (4) weeks of accrued paid time off (vacation and sick), 401B plan, and a total of fifteen (15) half and full day holidays. We also offer a flexible schedule, a positive and supportive work culture, and a healthy work/life balance!

Reports to: Senior Community Health Worker Programs Manager



KEY RESPONSIBILITIES:

- Lead all training program activities such as training enrollment and logistics, participant outreach and communication, managing requests for specialized training programs or cohorts, coordinating graduation certificates and in-person celebrations.
- Managing the transition of existing training curricula to an online, self-paced platform for rural, remote populations including: gain mastery of online platform, uploading all materials, recording videos, adding engaging elements, pilot testing, tracking submitted assignments, and conducting evaluation and feedback surveys.
- Present online curriculum for recorded content in the self-paced course, and be able to facilitate existing curriculum in-person or over Zoom.
- Assist with data collection for online training program and help complete program reports to funders.
- Develop and foster relationships with trainees, hold online office hours, connect them with resources such as our CHW Network, newsletters, additional trainings, and other supports that may help them as a CHW.
- Stay up to date on local and broader CHW resources and trainings, attending community and coalition meetings, and subscribing to partner newsletters.
- Build and maintain strong partnerships with project partners, community leaders, Community Health Worker groups, healthcare organizations, local community clinics, and other nonprofit organizations.
- Facilitate regular meetings with project partners, including outreach to new partners, taking meeting notes, and following up on actions from those meetings.
- Research existing self-paced courses for CHWs, which may include participating in these trainings to get a student perspective.
- Serve as a representative of the Center for Well-Being and supporting Community Health Worker efforts.
- Additional related tasks as assigned.

Qualifications:

- Bachelor's degree in public health or a related field.
- 3 -year minimum experience in project management.
- Experience working in community health, public health, or healthcare systems.
- Familiarity with CHW core competencies, as a CHW or working with CHWs.
- High level of comfort with technology and learning new platforms.



- Exceptional written and verbal communication skills.
- Excellent interpersonal skills, customer service, professionalism, and the ability to build and maintain relationships with diverse stakeholders.
- Ability to work autonomously, with creative thinking and problem-solving abilities.
- Written and verbal fluency in English and Spanish required.
- Teaching or training experience preferred; curriculum development experience preferred.

ADDITIONAL REQUIREMENTS:

- Current valid California Driver License, proof of insurance, and the ability to drive throughout Sonoma County for trainings and meetings, if needed.
- Ability to work remotely, but also available to attend in-person meetings and trainings when needed, following any emerging public health and safety guidelines.
- Ability to lift and carry 25 pounds.

How to Apply: Interested candidates are invited to submit their resume and cover letter to sgarcia@nccwb.org. Please include "CHW Training Program Supervisor Application" in the subject line. The Center for Well-Being is an equal opportunity employer and encourages candidates of all backgrounds to apply.