



CHANGING ONE FAMILY'S LIFE  
AT A TIME

**Title:** Navigator\Promotor de Salud /CHW  
**Reports to:** Project Lead  
**Program:** Covered California Project  
**Effective Date:** December, 23<sup>rd</sup>, 2024  
**Location:** Inland Empire (Fontana, San Bernardino)

**FLSA Status:** Non-Exempt  
**Position Status:** Sub Contractor

### Position Summary

Under the direct supervision of the **Project Coordinator**, the **Navigator\Promotor de Salud (CHW)** will conduct outreach, education, and health Insurance enrolment services for the Medical programs as an authorized CalBenefits Assistor and Certified Covered Ca Counselors upon received certification for all uninsured communities. The Navigator\Promotor de Salud is also responsible for conducting outreach and educational activities and completing the required reporting in a timely manner.

### Essential Duties & Responsibilities

Identifies and secures potential sites and groups to conduct outreach and education activities in the assigned county or region.

The Navigator\Promotor de Salud will:

- You will schedule the appointments for all leads obtained from the outreach, education, and advocate CHW activities in our PickTime.Com online application.
- Conduct outreach at locations pre-assigned by the Program Lead or from outreach activities performed.
- Utilizing the Cal-Benefits portal and with training from GFAS personnel, you will help customers find, enroll, and maintain Medi-Cal health insurance as well as help them apply for other benefits provided by Social Services for California Residents.
- Provides information of eligible contacts to other assisters or program manager if your schedule is full.
- Maintain and submit timely, accurate, up-to-date records, reports, and files such as photos, videos, and publications of all outreach and education conducted events. Include any lead documentation regarding the customer's requirements if in compliance with health coverage for benefits eligibility.
- Maintains consistent and constant communication with the Program Coordinator regarding all program components and attends scheduled meetings with the program coordinator and team.

***Not all duties related to this job are listed in the description. The responsibilities listed in this document are typical examples of day-to-day tasks for the position you will perform. We won't assign duties unrelated to the counselor/assisters position or tasks that require an administrative responsibility. If you feel this is the case, immediately speak to GFAS Officer Julio Gallardo (714) 928-9807.***

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **MINIMUM QUALIFICATIONS**

- *Speak, write, and read English and Spanish.*
- *Independent contractors must complete each essential task per job description and requirements successfully.*
- *The requirements listed below are the minimal set of skills, abilities, and requirements to perform these tasks.*
- *Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Education**

H.S. diploma.

### **Experience**

- A minimum of two (2) years of experience working with bilingual Latino communities as CHW (Promotores de Salud).
- A minimum of two (2) years of experience conducting community outreach, education, and advocating for these communities' well-being.

### **Certificates, Licenses and Registrations**

- Valid California Driver's License
- Auto Liability Insurance.

### **Language Skills**

- Ability to read, analyze, and interpret general reports, procedures, or regulations.
- Ability to complete basic reports and to establish essential written communication such as emails or reporting.
- Ability to effectively provide information and answer questions from/to individuals, groups, and the general public in English and/or Spanish. *Because of the population served, the ability to read, write, and speak English and Spanish is required.*

### **Computer Skills**

- Basic computer skills for data entry, sending and receiving email, calendar scheduling, using communication applications such as Microsoft Teams.

### **Travel Requirements**

- Ability to travel locally with the assigned region as required. Ability to travel to multiple locations in one day with the designated areas as assigned.

#### **Other Skills & Qualifications**

- Knowledge of the Medi-Cal health care system and other insurance programs in California is a plus.
- Experience conducting successful outreach in diverse settings.
- Ability to work independently as well as part of a team.
- Availability to work between 20-30 hours per week.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings to comply with the independent contractor's responsibility.

#### **Physical Demands**

*The requirements for the physical demands described by the independent contractor must be met by the contracting firm (GFAS) to allow him/her to perform the job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform their functions.*

The employee will sit, stand, talk, hear, and use his/her hands for up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee must carry and/or lift to 10 pounds.

#### **Work Environment**

*The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The work environment varies with the locations at which outreach and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible. Liability auto insurance is required.