



**United Way of Tucson  
and Southern Arizona**

### **Position Description**

Community Health Worker  
Direct Care Workforce Resource  
Full-time, Non-exempt

#### **JOB SUMMARY:**

The Community Health Worker will primarily support our grant-funded *Direct Care Workforce Resource*. This program exists to recruit and engage potential direct care workers (DCWs) from high-need communities in Pima County. This position will conduct outreach and recruitment at events, through partner agencies, businesses, schools, faith-based sites, and vocational programs. In addition, the Community Health Worker will provide support to candidates and actively participate as part of the project team. Reporting to the Associate Vice President of Community Development, this individual will be responsible for managing project timelines, deliverables, and monthly reports. A well-matched candidate should demonstrate attention to detail, excellent communication, and strong organizational skills.

All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community. We are looking for a candidate who shares our team values but will bring their own knowledge, experience, curiosity, and drive to tackling issues of economic inequality. People of color, people with disabilities, LGBTQ+ individuals, and members of under-represented communities are strongly encouraged to apply. If reasonable accommodation is needed to participate in the application or interview process, please contact [hr@unitedwaytucson.org](mailto:hr@unitedwaytucson.org).

**SALARY: \$19.50 hourly / \$40,560 annually**

#### **RESPONSIBILITIES:**

##### **Project Implementation**

- Recruits potential applicants for direct care work, especially those able to serve Arizona Long Term Care System (ALTCs) eligible, vulnerable clients.
- Conducts outreach activities for the recruitment and vetting of direct care candidates at community events, faith-based gatherings, tabling events, job fairs, neighborhood meetings, etc.
- Widely shares recruitment materials and provides information about the importance of direct care workers to our community.
- Provides support, guidance, and information to interested candidates and workers.
- Acts as an advocate for direct care workers, and a resource specialist for direct care workforce issues.
- Helps connect eligible individuals with the Arizona Long Term Care System (ALTCs) application process.
- Collects data for reports according to assigned timelines, project goals and objectives.
- Helps facilitate the ELDER Alliance Direct Care Workforce Action Team; Leads the DCW Peer Support Group.

##### **Administration, Coordination, Advocacy**

- Attends meetings and trainings related to the direct care workforce.
- Learns eligibility requirements for ALTCs, is aware of workforce development initiatives, and shares materials for relevant community resources.
- Maintains records relating to outreach, activities, and recruitment for program meetings and reports.
- Assists in collecting and submitting direct care worker data and narrative reporting to the project team so performance measures can be monitored.
- Completes accurate and timely expense reports and invoices.

- Helps facilitate the ELDER Alliance Direct Care Workforce Action Team; Co-leads the Peer Support Group.
- Shares program information with United Way of Tucson and Southern Arizona (UWTSA) and other community agencies to ensure access to resources and services by Direct Care Workers and their families.
- Attends ELDER Alliance and Action Team meetings as requested.
- Assists with developing promotional program resources in English and Spanish.
- Assists with activities related to public education and advocacy for the Direct Care Workforce.
- Acts as a program ambassador and provides excellent customer service as a component of all job duties.
- Establishes and maintains effective working relationships with UWTSA staff at all levels, volunteers, donors, partner agencies, community organizations, independent contractors, and others.
- Other duties as assigned

**QUALIFICATIONS, SKILLS AND ABILITIES:**

- Associate degree or higher preferred and at least two years of professional or volunteer experience in the public, community, or non-profit sectors.
- Experience with health care (especially in the caregiving workforce), education, disability, and older adult populations a plus.
- Bilingual proficiency in English and Spanish is preferred.
- Demonstrated computer competency in Microsoft Office products and other software needed to complete job duties.
- Demonstrated ability to work independently and with teams, facilitate groups or workshops, and collaborate with people of diverse backgrounds.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and to respect and observe organizational policies.
- Ability to maintain a flexible work schedule (including working early mornings, occasional evenings, and/or weekends) and adjust as required by changing workloads.
- Must possess a valid driver's license, registration, current auto insurance and daily access to a reliable vehicle.
- Ability to travel to work in sites throughout Pima County.
- Ability to occasionally lift up to 30 lbs. when necessary.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 11 paid holidays, and opportunities for educational and professional development. For more information about our organization, see [www.unitedwaytucson.org](http://www.unitedwaytucson.org).

**POLICY STATEMENT**

The United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical exemption.