



**Non-Exempt
March 26, 2009**

JOB ANNOUNCEMENT

- Position:** Community Health Worker (Family Planning Program)
- Reports to:** Project Coordinator
- Salary Range:** Staring salary based on experience, qualification, and budget.
(100% time – 40 hours per week) and (hourly as needed)
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Position Purpose:

Under the direction of the Project Coordinator provides information, education and/or counseling to family planning clients on contraceptive methods and family planning clinic services, in accordance with CFHC, SDHS/OFP and DHHS guidelines. After training, performs physical assessment screening and elicits/reviews client histories.

Principal Responsibilities:

1. Provides information and counseling to family planning clients on birth control methods.
2. Provides instruction to family planning clinic clients on contraceptive methods, uses, side effects, risks and dangers.
3. Ensures that clients are able to describe signs and symptoms of method-related complication.
4. Obtains signed informed consent(s) from family planning clients in accord with standards.
5. Completes necessary laboratory slips for family planning clients, including pap smears, G.C., and Serology, and others as needed.
6. Obtains and accurately reads results of hematocrit (HCT).
7. Obtains and documents blood pressures, weights, and heights, in accord with standards.
8. Directs clients to appropriate clinical services, as indicated.
9. Ensures upkeep of medical/educational supplies in designated areas.
10. Assists the clinicians in providing follow-up on abnormal lab/test results.
11. Cleans examination rooms and instruments according to infection control standardized procedures.
12. Participates in agency committees, as assigned.
13. Performs the Community Health Worker tasks at other sites as needed.
14. Performs other duties, as assigned.

Requirements:

1. Basic Health Worker's Certification from CFHC.
2. Prior experience in a Family Planning clinic.
3. Bilingual (English/Spanish).
4. Ability to follow complex instructions.
5. Ability to communicate effectively orally and in writing.
6. Experience working with clients from diverse soci-economic, ethnic, and cultural backgrounds.
7. Ability to travel from site to site.

To apply, please send, fax or e-mail resume or list of qualifications to:

JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Brenda Sandoval, Program Director
Job Code: 262
Fax Number (213) 413-3443
E-Mail mavila@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).