



LEAD COMMUNITY HEALTH LIAISON

POSITION CLASS:

AFSCME Local 496.01

HIRING AUTHORITY:

Health Department

JOB SUMMARY:

The Lead Community Health Liaison plays a key role in guiding and supporting staff, leading team planning initiatives, and providing direction to our team of Community Health Liaisons. They will deliver direct care services and work alongside staff to achieve programmatic goals. This position will assist with onboarding of Community Health Liaisons, ensure that activity logs are accurate prior to submission, collaborate with program staff and community agencies to strengthen community outreach efforts, assist in facilitating group-based education classes, and perform related duties as assigned.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Provide prenatal and postpartum case management/care coordination support and resource navigation
- Utilize motivational interviewing techniques to identify needs and supportive opportunities
- Provide home visitation with program participants
- Encourage participation in internal services and coordinate warm hand offs to team members when possible
- Maintain regular contact with program participants including home visits, office visits, phone, text, and virtual visits
- Provide one on one evidence-based health education
- Utilize required curriculum(s) to support optimal community health, but not limited to, Partners for a Healthy Baby, PIPE, and STEP
- Assist with the training and onboarding of new staff
- Review program documentation before it is submitted to management
- Provide support and mentorship to new staff members
- Participate in in-person program recruitment
- Attend and actively participate in two community outreach events per month
- Utilize case management database for active case management, tracking, monitoring, and assessing participant engagement, support, goals, outreach, and encounters

Lead Community Health Liaison
Part 2

ESSENTIAL JOB DUTIES AND FUNCTIONS (CONT.):

- Successfully complete CHW Training
- Complete required training's and maintain appropriate credentials
- Maintain positive rapport with program participants, community members, organizational partners, and co-workers
- Exhibit professional demeanor with program participants, community members, organizational partners, and co-workers
- Comply with HIPAA regulations and client confidentiality standards
- Adhere to program and county policies and procedures
- Contributes to Quality Improvement and Assurance activities
- Other duties as assigned

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Professional positive attitude and appearance
- Strong verbal and written communication skills
- Strong multi-tasking and time management skills
- Proficiency in Microsoft Office (Outlook, Word, Excel) and Google Products
- Highly organized, detail oriented, and able to work independently
- Experience as a community health worker or community health navigator
- Previous experience working in maternal child health
- Knowledge of the Greater Flint area and its resources
- Ability to use a collaborative team-based approach to support program goals
- Ability to adapt to changing circumstances and navigate adversity
- Willingness to share knowledge to advance knowledge and skills of others
- Understand and commitment to follow all policies, procedures & protocols as set forth in the CNDC/FFRC Employee Handbook



MINIMUM QUALIFICATIONS:

Associate's degree in a Health-Related Field of Study **-OR-** Sixty (60) semester credit hours in a Health-Related Field of Study **-OR-** Three (3) years of experience in community networking, home visiting services or direct client services, preferably with maternal and child population.

-AND-

Must possess a Community Health Worker Certification

SPECIAL REQUIREMENTS:

Must possess a valid Michigan driver's license and vehicle available for use on County business.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.

Human Resources Director

Established: February 20, 2026

