



MIRA Community Health Advocate

Location: Different locations in Eagle County

Start date: ASAP

Employment Type: Full time, Year round

Pay Range: \$23- \$25/hour DOE

Schedule: Monday - Friday 9am-5pm. Expected to work some special events during weekends and/or outside of regular working hours.

Applicants are encouraged to apply by Oct 24th, however the job will be posted until filled.

Why is EVCF a great place to work?

Great Compensation & Benefits: Enjoy subsidized medical, dental, and vision coverage options, along with up to a 3% retirement match, ensuring your well-being and financial security.

Learning & Development Opportunities: We believe that investing in training and development is the right thing to foster growth and possibilities for all employees.

Flexible Time Off and Holiday Schedule: Enjoy the benefits of flexible time off, along with a generous holiday schedule!

Rewarding work in a great work environment: At EVCF we care about our community and each other. We work towards helping employees be at their best, so we can successfully take care of our community members.

Our Culture

At Eagle Valley Community Foundation, we are deeply committed to fostering an inclusive, empowering, and compassionate work environment that reflects the diversity of the communities we serve. We believe in the strength of collective voices, recognizing the unique experiences, perspectives, and needs of our community. At the heart of our foundation is a dedication to creating a future where all individuals, regardless of their background, can thrive.

By cultivating an environment of respect, trust, and shared purpose, Eagle Valley Community Foundation is more than just a place to work—it's a community dedicated to making a difference, together.

Position Summary

The Community Health Advocate (CHA) is responsible for helping patients and their families to navigate and access community services, other resources, and adopt healthy behaviors. The CHA supports providers and the MIRA Staff through an integrated approach to care management and community outreach. As a priority, activities will promote,

maintain, and improve the health of patients and their family. CHA provides social support and informal counseling, advocates for individuals and community health needs, and provides services such as basic first aid, blood pressure screenings, and simple care.

Essential Duties and Responsibilities

- Responsible for establishing trusting relationships with patients and their families while providing general support and encouragement.
- Provide ongoing follow-up, basic motivational interviewing and goal setting with patients/families.
- Follow – up with patients via phone calls, home visits and visits to other settings where patients can be found.
- Help patients set personal health related goals and attend appointments.
- Provide referrals for services to community agencies as appropriate.
- Help patients connect with transportation resources and provide appointment reminders in special circumstances.
- Exhibit excellent working relations with patients, visitors, staff, and providers.
- Effectively communicating The MIRA Bus' mission.
- Work closely with medical providers to help ensure that patients have comprehensive and coordinated care plans.
- Work collaboratively with other clinical personnel assigned to the same patient.
- Knowledgeable about community resources appropriate to the needs of patients/families.
- Responsible for providing consistent communication to the Care Provider to evaluate patient/family status, ensuring that provided information, and reports clearly describe progress.
- Act as a patient advocate and liaison between the patient/family and community service agencies.
- Record patient care management information in the Electronic Medical Record software no later than 24 hours after patient contact, and document outcomes achieved by clients in an effective manner.
- Attend regular staff meetings, training and other meetings, as requested.
- Manage assigned caseload of patients.
- Maintain HIPPA compliance at all times.
- Other duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Good organizational skills to handle multiple priorities while remaining professional and calm.
- Ability to work with many diverse people, including children and teenagers.
- Effective telephone and email skills.
- Strong level of confidentiality due to the sensitivity of materials and information handled.
- Ability to make suggestions on workflow or system efficiency and effectiveness.
- Ability to work independently and be self-directed and flexible.
- Ability to prioritize.
- Ability to perform functions with minimal supervision.
- Ability to work at a high-volume level of accuracy.
- Good communication skills, such as listening well, and using language appropriately.
- Ability and willingness to provide emotional support, encouragement and motivation to patients.
- Knowledge of community agencies and resources.

Education and Experience

- High school graduate or equivalent required.
- MT, Paramedic, or Certified Nursing Assistant preferred.

- Successful completion of a Community Health Worker formal training program such as from a college or other education institution is preferred (EVCF can offer this training to the candidate at no cost).
- Medical terminology and/or background preferred.
- Written and oral fluency in English and Spanish is required
- Experience working in a multicultural setting.
- Experience working in a community-based setting for at least 1 to 2 years is preferred.
- Basic computer skills required, electronic medical record (EMR) experience preferred.
- Understand the community served, community connectedness.

Benefits

Comprehensive medical, dental and vision plans

Paid Time Off (PTO) and sick time

Retirement Plan with 3% match

Paid Medical Leave

Professional development opportunities

Flexible work arrangements

13 paid holidays

How to Apply:

Interested candidates should submit a cover letter and resume to Virginia Lecea at virginia@eaglevalleycf.org.

Diversity, Equity and Inclusion

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

