

Duke University School of Nursing

Job Description

HR Job Title: Staff Specialist

Working Title: Community Health Worker

Job Code: 0083

Job Level: 09

Updated: 5/09/23

Occupational Summary

Plan, coordinate and participate in the establishment and operation of a specialized program and/or activity at Duke University planning methods and developing systems in accordance with predetermined goals and objectives.

The primary purpose of this position is to provide health education and linkage to affirming and supportive community resources for LGBTQ individuals. These community resources include organizations that provide healthcare, housing, nutrition, education, employment, and legal services. The position will also provide LGBTQ competency trainings for RISE Lab affiliates.

Supervisor

This position reports to the Research Program Leader for the RISE Lab.

Work Performed

Training/Professional Development

Create educational materials that promote LGBTQ-affirming healthcare, employment, housing, employment, legal, and safety services.

Provide health education training and resources for LGBTQ communities.

Develop health equity resources for LGBTQ+ community partners and RISE Lab affiliates Assisting RISE Lab project teams in developing affirming and appropriate content for LGBTQ+ research and program participants

Develop, maintain, and disseminate a list of referral resources and resource guide for program and study participants

Develop trainings that promote diversity, equity, and inclusion for faculty and staff that work with LGBTQ populations

Develop trainings for research staff on gender affirming community engagement strategies

Medical- Community Health Outreach

Community Outreach/Networking

Build and maintain relationships with constituents and partners that can 1) help further the goals of RISE lab and/or 2) benefit from the research activities and programs in our lab Identify and maintain

relationships with individuals and organizations that can serve as key partners on research projects

Coordinate RISE lab's Community Advisory Board and lead quarterly meetings Perform outreach and engagement efforts for RISE Lab to identify and engage with individuals eligible for studies and services

Assist project teams in developing community outreach and engagement plans to share study-related information and programs to LGBTQ individuals

Attend community events to represent the RISE Lab

Administrative/Clerical

Assist with administrative needs related to community engagement including tracking and documenting services rendered

Making payments and submitting invoices for community-engaged projects Helping set up independent and vendor contracts as needed

Other duties as assigned by supervisor

Communications- Social Media Management

Social Media and Website Management

Assist lab with developing content for social media accounts

Develop resources that promote LGBTQ health equity for social media and the RISE Lab website

Assist with ensuring website is accessible and contains language that is affirming for LGBTQ users

Required Qualifications at this Level

Education/Training

Experience

Work generally requires four years of clerical or research experience to acquire strong skills in administrative or project research responsibilities as well as accepted office management, communications and research practices.

A bachelor's degree in a field of study directly related to the specific position may be substituted for the education and two years of the experience requirement.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Preferred qualifications include:

Completion of Community Health Worker Training

Specific training related to providing health-related resources for LGBTQ individuals

A strong working knowledge of LGBTQ service providers in the southeastern United States

Skills

The person selected to fill this position must be able to effectively demonstrate and explain information to clients under general supervision. They must be able to take notes and document referrals. They must be able to relate positively to clients and staff. Most importantly, this person must have a strong knowledge of how to work effectively with LGBTQ individuals. They must demonstrate strong interpersonal skills and be a strong advocate for the people that we serve.