

**Drop-In Coordinator/ Community Health Worker**  
Part-Time, estimated 19 hours a week; \$16 per hour

**DESCRIPTION:**

The Drop-In Coordinator will staff our Drop-In Center which provides a safe place for families to receive resources including information and referrals. This position will be part of the MSS (Maternity Support Services) team functioning as a Community Health Worker actively supporting women to encourage a healthy pregnancy, healthy birth, and provide advocacy and information services for pregnant women and parents with babies under one year of age.

**DUTIES / RESPONSIBILITIES / SKILL SETS:**

- DROP-IN CENTER
  - Ensure that the Drop-In Center is open per schedule and is a welcoming environment
  - Share information regarding resources of First Step and other agencies in Clallam County that support the needs of families
  - Plan for and secure healthy snacks for clients to consume at the Drop-In Center
  - Maintain cleanliness and order in the Drop-In Center environment
  - Provide a safe environment for children to play in
  - Work with volunteers to expand programming choices for parents
  - Distribute and record the distribution of books through the First Books Program
  - Keep clothing and equipment closet clean and organized with the assistance of volunteers and staff.
  - Other duties as assigned
- CHW (Community Health Worker)
  - Ability to work independently with low-income families
  - Competency in assessing needs of clients during home visits
  - Knowledge of post pregnancy issues, infant care, parental adjustments
  - Ability to collaborate and network with health care providers, DSHS, and other First Step agency staff
  - Knowledge of medical/social/educational/employment services available in the community
  - Demonstrate effective oral and written communication skills
  - Understand and respect cultural differences and diversity
  - Possess a basic understanding of the course of addiction
  - Ability to assess risk factors and needs
  - Refer and link families, with other agencies and programs to meet family identified needs

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- Advocate and assist client to overcome barriers to obtaining services

### **REQUIREMENTS:**

- Bachelor's or higher degree in a social service related field, such as social work, behavioral sciences, psychology, child development, or mental health AND have at least one year of full-time experience working in one or more of the following areas: community services, social services, public health services, crisis intervention, outreach and referral programs, other related fields.  
OR
- Associate of arts degree or associate's degree in a social related field, such as social work, behavioral sciences, psychology, child development, or mental health AND have at least two years of full-time experience working in one or more of the following areas: community services, social services, public health services, crisis intervention, outreach and referral programs, other related fields.
- Strong communication skills
- Maintain confidentiality about First Step clients and First Step business
- Demonstrate ability to keep and maintain good professional boundaries
- Valid driver's license, vehicle and ability to travel on a daily basis
- Must be able to carry 20 pounds and climb stairs

### **HOURS:**

3 + hours per week as CHW. 16 hours a week as Drop-In Coordinator for a total of 19 hours per week, Monday through Thursday, schedule to be discussed. Position is open until filled.

Please submit resume and cover letter to: [employment\\_fstep@olympen.com](mailto:employment_fstep@olympen.com).

No phone calls, please.

### **DISCLAIMER:**

While the goal of all First Step Family Support Center job descriptions is to provide an accurate and detailed summary of the duties and responsibilities of the position, other duties may be required of all First Step personnel.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. If you believe you have been treated unfairly, you may file a complaint of discrimination, by writing USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call toll free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA and First Step Family Support Center are equal opportunity providers and employers.

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