**Nevada JobConnect Job Order 434469**

**POSITION:** Community Health Worker/Executive Assistant for a nonprofit agency. Hire Date April 1, 2018.

**SCHEDULE:** Full-time regular; 40 hours per week; Some weekends and evenings required.

**LOCATION:** Reno, NV 89503.

**SALARY:** $18.00 - $21.50 per hour depending on experience. Medical benefits available with employer and employee paid participation.

**PLEASE NOTE:**

To apply for this position, you must visit a **Nevada JobConnect office for a referral**, and please bring a current resume. Please be prepared to complete company paper application, and bring a valid picture ID as you will be tested for typing skills (minimum of 35 wpm) and computer literacy by Nevada Job Connect staff prior to interview.

**MINIMUM REQUIREMENTS:**

1. – AA Degree with one year of experience in community health programming or community education. Experience in office management, data entry, nonprofits, and health-related community programs preferred.

2. – With no experience, Bachelor's degree in Public Health, Social Work, Family Studies or other-related field required. Experience in office management, data entry, nonprofits, and health-related community programs preferred.

3. - Technical Expertise in MS Office: Word, Excel, and PowerPoint, Office Email. Computer: Spreadsheet, word processing, database management, website and social media updates, typing speed minimum of 35 WPM. Office Equipment: Fax machine, photocopiers, phone systems, videoconferencing, general office equipment.

4. - Ability to communicate effectively both verbally and in writing with staff, clients, employees and public. Strong public speaking skills required.

5. - Analytical and problem-solving skills.

6. - Ability to follow oral and written instructions.

7. - Ability to recruit and train volunteers as needed.

8. - Strong interpersonal, management, and team/partnership building skills.

9. - Valid Nevada driver's license, proof of insurance, and reliable vehicle; local mileage reimbursed at the current government rates.

**JOB SUMMARY:**

The Community Health Worker/Executive Assistant (CHW/EA) is responsible for overall office management, community education program facilitation, and helping consumers of programs navigate and access social services, support networks, and adopt healthy behaviors. The CHW/EA provides an integrated approach to community education, outreach, and non-medical case management. The CHW/EA also provides daily office management duties, data collection, and data entry. The CHW/EA supports a very busy Executive Director and performs other duties as required.

**OTHER INFORMATION:**

Background and reference checks will be conducted. Hours may vary, including working some evenings and weekends based on program facilitation. Individuals are not considered applicants until they have been asked to visit for an interview and at that time complete an application for employment. Completing the application does not guarantee employment. In accordance with the company's Drug-Free Workplace Policy, pre-employment drug testing will be administered. Equal Opportunity Employer/Affirmative Action (EOE/AA).

It is company policy that no employee or applicant will be discriminated against because of race, color, religion, creed, national origin, gender, gender-identity and expression, sexual orientation, age, disability, HIV status, genetic information, political affiliation, marital status, union activity, military, veteran, and economic status, or any other characteristic protected in accordance with applicable federal, state, and local laws. This policy applies to all phases of its personnel activity including recruitment, hiring, placement, upgrading, training, promotion, transfer, separation, recall, compensation, benefits, education, recreation, and all other conditions or privileges of employment. The company values diversity and welcomes applicants from a broad array of backgrounds.

**APPLICATION COMMENTS:**

1. - Please test customers on Kenexa Assess for typing skill (minimum of 35 wpm), MS Word, Excel, and PowerPoint. Please use Microsoft version (2003, 2007, 2010, 2013, or 2016) the customer is comfortable working with (normal user).

2. - Please print out ACCEPT Employment Application from the S drive, Applications folder.

3. - Please email application, resume and test results to gwent@acceptonline.org AND cc: gjchua@nvdetr.org.