



**ORCHWA**  
Oregon Community Health Workers Association

## **Position Title: Curriculum Development & CHW Trainer**

Compensation: \$52,000 (depending on experience)

Benefits: medical, dental, vision, 401k (available after 3-months of employment)

Employment Status: 1.0 FTE

Exemption Status: Exempt

Supervision Requirement: None

Title of Manager: Workforce Development Director

Job Location: Portland, OR (current option of telecommuting)

### **ORGANIZATION OVERVIEW**

The Oregon Community Health Workers Association (ORCHWA) is a non-profit association dedicated to serving as a unified voice to amplify and advocate for and with community health workers across the state of Oregon. Our work and values are centered on social justice, promotion of community health and are rooted in anti-oppressive practices.

### **POSITION SUMMARY**

The Curriculum Development & CHW Trainer supports professional development and training of the community health worker workforce in Oregon. As part of the Workforce Development Team, the Curriculum Development and CHW Trainer will work closely and collaboratively on development and updating of curricula and facilitate cross-cultural foundational CHW training and CHW continuing education unit (CEU) opportunities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Use popular education/adult learning methodologies to share information, build leadership, and promote participant empowerment.
- Work effectively across cultures and communities (including professional and organizational cultures).
- Effectively communicate information through public speaking, training, presentations, and/or written products.
- Research and recommend learning platforms and other tools that continue to effectively support training quality improvement.
- Collaborate and partner to administer comprehensive training for CHWs including planning, organizing, coordinating, delivering, and evaluation.
- Some experience with curriculum development
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Minimum 3 years work experience as a lead trainer, training facilitator, training coordinator, or similar role
- Minimum of 1.5 years experience developing curricula
- Experience and comfort working and communicating cross-culturally.

- Ability to effectively manage competing priorities.
- A basic understanding of the Oregon Health Authority (OHA) CHW training requirements.
- Strong oral and written communication.
- Strong organization skills.
- Success and comfort telecommuting.

#### **PREFERRED EXPERIENCE**

- Community health worker (certified or non-certified).
- Experience developing and/or modifying CHW curricula.
- Experience training CHWs or other THW worker types.
- Experience facilitating adult learning.
- Experience with process development and improvement.
- Advanced proficiency in Zoom and other distance technology applications that support online training.
- Basic to advanced proficiency in Google Suit, Microsoft Office.
- Strong knowledge of and/or experience with non-profit sector.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee regularly is required to use hands or fingers, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

#### **TO APPLY**

Please submit your resume and a cover letter to [hr@orchwa.org](mailto:hr@orchwa.org) Please include the position title “**Curriculum Development and CHW Trainer**” in the subject line. Position is open until filled.

ORCHWA is an Equal Opportunity Employer. The equal employment opportunity policy of ORCHWA provides fair and equal opportunities for all applicants in compliance with federal, state, and local law. ORCHWA hires and promotes individuals solely on their qualifications for the job to be filled.