

Workgroup Charter Plan Template

NJDOH-NJDOL GAINS CHW Grant Workgroup Charter Plan – June 30, 2020	
<p>Workgroup Name: Outreach, Recruitment and Retention</p>	<p>Work group chair(s) & contact information: Martha Chavis ; chavis_m@camden-ahec.org</p>
<p>Workgroup members:</p> <ul style="list-style-type: none"> • Merle Weitz (SNJPC)- mweitz@snjpc.org • Deepa Srinivasavaradan (SPAN)- deepas@spanadvocacy.org • Paschal Nwako (Camden County Health Dept)- paschal.nwako@camdencounty.com • Giselle Morales-Schossig (Camden Coalition of Healthcare Providers)- gmorales@camdenhealth.org 	<p>Workgroup members:</p> <ul style="list-style-type: none"> • Karen Courtney (Children Home Society) kcourtney@chsofnj.org • Mitra- choudhury@essex.edu (Essex) • Nikki St. Germain (GNHCC) Nstgermain@greaternewarkhcc.org • Nafaeesa Miller (Henry J Austin) - nafaeesa.miller@henryjainstn.org • Ellen McGovern emcgovern@brickeducation.org
<p>Workgroup’s Purpose or Charge:</p> <ol style="list-style-type: none"> 1. Utilize various outreach methods (social media, contacts, One-Stop Career Centers, employers and employment domains – like Indeed) to announce the availability of CHW training. <ol style="list-style-type: none"> a. Provide one-page fact sheet about the CHW training. b. Host a meeting with area employers to discuss the CHW curriculum, CHW job description, role in providing CHW apprenticeships. 2. Develop a process for recruiting CHW trainees and incumbent CHW workers that includes requirements/eligibility to participate in the training (e.g., background checks, references, math & reading skills, healthcare and social services knowledge, computer literacy, professional and ethical competency). <ol style="list-style-type: none"> a. Offer orientation sessions to CHW candidates to explain the CHW program training, expectations, eligibility criteria, apprenticeship requirements. b. Develop a CHW candidate interview rubric with questions relating to job responsibilities and work skills competencies. Also develop and administer CHW scenarios for CHW candidates to respond to. 3. Engage CHWI stakeholders in the discussion, planning and implementation of strategies and tactics to ensure retention of CHWs through the training and apprenticeship time periods and also follow-up as hired employees. <ol style="list-style-type: none"> a. Discuss barriers and aids for CHW candidates to successfully complete the training. b. Discuss barriers and aids for CHWs to successfully complete workplace apprenticeships. c. Provide an orientation to employers on the supervision and performance appraisal of CHWs during their apprenticeships. d. Provide an opportunity for CHWs apprentices to meet monthly to discuss workplace experiences, resources, successes and concerns. 	

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Workgroup Activities, Duties, and Responsibilities

(List all appropriate activities, duties and responsibilities of the Workgroup here with estimated dates regarding start date and end date.)

Responsibility	Start & End Dates	Description of Activities
Responsibility 1	6/9/2020	Introduction of Outreach, Recruitment and Retention Committee and Its Goals
Responsibility 2	6/16/2020	Discussion of Role and Responsibilities of Employers in the Retention of CHWs as Apprentices and Hiring of CHWs.
Responsibility 3	6/30/2020	Discussion and consensus of Committee's Work Plan
Responsibility 4	7/7/2020	CHW Outreach Fact Sheet and development of social media materials, list of contacts and meeting(s) with One-Stop Career Center staff.
Responsibility 5	7/14/2020	CHW Job Description based on Employer Input
Responsibility 6	7/21/2020 & 7/28/2020	CHW Trainee Recruitment Orientation process – interview rubric, eligibility documentation
Responsibility 7	7/28/2020	CHW Retention – strategies and implementation palm