Responsibilities of the community health worker (CHW) or promotora

The CHW/promotora connects the families to the clinical team, engages families and facilitates their understanding of session content during and after session during follow-up telephone calls. Below are her/his responsibilities:

**Prior to start date of sessions:**
Obtain dates of sessions from group coordinator.
Obtain list of referred patients from nutritionist. Upon receipt of the child’s referral to the AHF group appointments, the CHW verifies health coverage. If basic health care about to expire, ask family to call financial counselor to extend basic coverage.
Makes initial invitation calls to parents following script. CHW will call at least 20 parents in order to recruit a group of 12 to 15 participants. CHW will call at least 15 parents in order to recruit a group of 8 to 9 participants.
- Informs the parent the reason for the call and the referral to the AHF group appointments by his/her child’s doctor or nurse practitioner.
- Explains to the parent what the program is about, topics that will be covered, the benefits of attending for the child and the whole family. Also emphasizes the required commitment to attend all scheduled sessions and that a parent is required to attend with the child.
- If parent agrees to register for the program, provides the dates and times of the sessions. Also informs parent that a reminder call will be made by the CHW a day prior to the day of the session.
- CHW then makes the appointments on EPIC.

**Day of session:**
- Buys snacks in the morning
- CHW arrives at the site of sessions and sets up room with team members (hang up posters: agenda, rules, names, action plan and step tracking)
- Prepares snacks and water with sliced fruits.
- Meets with team to go over the session outline prior to session.
- Ensures participants sign in and are given a name tag.
- Facilitates session with team per curriculum.
- Tidies up room with other team members.
- Debriefs with team.

**Between sessions:**
- Calls child/family in between sessions to check how the child is doing with implementing his/her action plan/s. Must use follow-up form to record information collected.
- Makes reminder calls to families a day before the next scheduled session.
- May admit new participants to the program up to the second session only.
- Finds out from parent what sport ball would the child prefer as graduation present (soccer, basketball, volleyball, etc)
- Purchases sport balls prior to Session 5