

Employee Performance Review

ANNUAL REVIEW

3 MONTH INTRODUCTORY

Position: Community Health Worker	Supervisor:
Hire Date:	Review Due Date:

Name: _____ **Date Completed:** _____

FOR EACH SKILL LISTED, ANSWER QUESTIONS BY CHECKING AN APPROPRIATE BOX AND SCORE.

% SKILLS	Meets = 2 Points Exceeds = 4 Points Does Not Meet = 0 Points				COMMENTS	
	MEETS	EXCEEDS	DOES NOT MEET	SCORE (% x Points) 400 Points Possible		
ESSENTIAL JOB SKILLS:						
15	Provides case management services to patients assigned by the primary medical integration team, including: communicating with all parties involved in the patient's treatment; identifying treatment needs and facilitating all necessary referrals; and coordinating collateral meetings with all parties involved in the treatment process; driving patients to and from appointments; performing in-home assessments and visits.					
15	Assists clients, particularly immigrants, in obtaining eligibility entitlements, health benefits, transitional housing and other community services and programs appropriate to the client's needs.					
10	Develops an understanding of available community services and works in conjunction with other professionals, both internally and externally, to promote the clients self esteem, dignity, independence and health maintenance.					
10	Providing ongoing follow-up, basic motivational interviewing and goal setting with patients/families.					
5	Participates in committees, staff meetings, required education activities, mission directives and continuous quality improvement processes.					
10	Accesses Electronic Patient Health Information (EPHI) to view, create or modify information.					
5	Maintains confidentiality in the healthcare environment as mandated by law applicable to all staff.					
30	See staff standards representing 30% of performance.					
Total SCORE Points						

Integrated Services Manager Comments

Integrated Services Manager
Signature

Date

Clinical Director Comments

Clinical Director
Signature

Date

PLEASE LIST MEASURABLE GOALS FOR NEXT YEAR:

Employee Comments

Employee Signature

Date

Copy to: Employee Personnel File