

Community Based Worker Care Coordinator Job Materials

BHT has created a suite of documents designed to help your organization advertise and share your Community Based Worker Care Coordinator role.

The Job Board Posting

is a concise description formatted for sites like Indeed, Handshake, or internal HR systems. It highlights the job summary, key duties, and minimum and preferred qualifications, with space to insert pay, benefits, and an application link, and should be used when posting to hiring websites or HR portals.

The Formal Job Description

provides a detailed and professional overview aligned with BHT's style. It includes sections such as About the Position, Essential Job Functions, Qualifications, and Working Conditions, making it appropriate for HR, funders, or organizations needing the official version.

The Plain Language Job Description

simplifies the content into clear, everyday language with bullet points and examples to ensure accessibility for community members and applicants, and is best suited for outreach and sharing with partners or those unfamiliar with formal job postings.

The Social Media Posting

is a ready-to-use caption crafted for platforms like Facebook, Instagram, or LinkedIn. It is short, inviting, and community-focused, with a clear call-to-action and space to insert an application link, making it ideal for promoting the position to increase visibility online.

BHT has created and linked a number of resources below to support you finding the right candidate.

Click on the items below to see and download the resources!

**Formal Job
Description**

**Plain
Language
Description**

**Job Board
Posting**

**Social
Media
Posting**