



*Rio Arriba*  
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**Request for Quote, CHW Supervisor**

Rio Arriba Health and Human Services is seeking a contractor that will supervise the activities of the Community Health Workers. The contractor shall perform the following services:

- A.** Provide supervision and oversight for the CHW[s]/CHR[s].
- B.** Participate in routinely scheduled meetings and provide reports to address the needs and barriers as identified for successful implementation of infrastructure and trainings as well as provide feedback on best practices for tracking program targets and using data to continuously improve.
- C.** Design and implement CHW programmatic strategy to target audience.
- D.** Complete and submit monthly invoice to grating agency.
- E.** Submit annual, quarterly, monthly, and weekly programmatic reports.
- F.** Conduct regular check ins and meetings with Grant program manager.
- G.** Participate in community needs and asset mapping and gather and report community-based data on resources for wellness or mental and behavioral health.
- H.** Maintain regular communication with the CHWI Program Management Team and TSAs via email and phone.
- I.** Ensure that work provided is accurately documented and consistent with the information submitted for payment on monthly invoices.
- J.** Provide client services outlined in this scope of work, including identifying behavioral health needs and interests, sharing tailored information regarding behavioral health, mental health, and wellness resources, and facilitating access to services through referrals and follow-up as needed.

Qualified applicants should respond to this RFQ addressing the questions listed below. This RFQ is open to any qualified applicant. All proposals are due no later than 07/05/2023.

- Please attach your Resume/CV (20pts).
- Describe your leadership and supervision style? (20pts).
- Identify and discuss some anticipated leadership challenges in this role? (20pts).
  - Discuss how you plan to address these challenges? (20).
- Discuss 5 strategies you plan to incorporate in your work to advance inclusion? (20pts).
- Discuss your experience working with underprivileged groups? (20pts).
- Attach three professional references (20pts).
- Discuss what makes you the best candidate for this role (30pts).
- Cost Estimate (20pts).

RFQs should be sent to: [ahmed.dadzie@rio-arriba.org](mailto:ahmed.dadzie@rio-arriba.org) and [BBCordova@rio-arriba.org](mailto:BBCordova@rio-arriba.org)

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