

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

An Equal Opportunity Employer POSITION DESCRIPTION

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Employee:		Division:	Clinical Services
Classification:	RADx-UP Covid 19 Grant	Reports to:	Health Commissioner/ Director of Nursing
Class No.:		Employment Status:	
Position:	Community Health Worker	FLSA Status:	
Civil Service Status:		EEO Category:	

Jefferson County Community Health worker will work directly under the Director of Nursing with oversight from the Health Commissioner. The goal of this position will be to address and reduce the disparities in COVID-19 education, testing, contact tracing, follow-up and treatment (COVID-19 testing components) among minority, underserved, vulnerable and populations (MUVPs).

****This community health worker position is grant funded. The grant has been approved for one year. Future employment after one year is contingent on the continued availability of funding.****

ROLES AND RESPONSIBILITIES

1. Assist staff to identify and understand health-related needs and priorities of healthcare systems and the community that might be addressed through the program;
 2. Advise staff on the development, implementation, and evaluation of the initiative
 3. Facilitate links between healthcare systems, the community, and staff in order to build collaborative partnerships
 4. Nurture the relationships with local communities (door opening, making helpful contacts, connecting researchers)
 5. Review materials and resources developed for the program and advise on ways to improve the overall messaging and delivery; and
 6. Assist with sustainability and dissemination of successful interventions.
- Strategy – Community Health Workers (CHW) are a vital component of the team and will:
 - Be from the community in which they work.
 - Educate communities about COVID-19 by providing direct outreach to the neighborhoods and facilitating broad engagement through informational sessions at community locations.
 - Link community members interested in testing to telephonic race and culturally match Patient Navigators (at OSU) who will connect them to appropriate testing locations, including mobile testing sites.
 - Distribute educational materials, specific to each MUV within the selected communities.
 - Link community members to services to help meet basic needs, including food and housing assistance and linkage to medical care to provide treatment for COVID-19 and underlying health conditions as needed.
 - Assist with contact tracing

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- Connect community members with testing sites.
- Testing
 - Facilitate the distribution, uptake and analysis of COVID-19 tests
 - Provide testing to uninsured MUV
 - Review and, with guidance from the RADx-UP CDCC, will evaluate emerging and new innovations on COVID-19 diagnostics and testing modalities that can be executed locally.
 - Leverage mobile and pop-up testing as well as guiding community members to local clinics.
 - Utilize Telementorship Process to communicate directly with providers to facilitate rapid understanding of testing process, results, contact tracing and treatment, retesting guidelines, and changes in technology and guidelines.
 - Findings from the Ohio Needs Assessment will ensure that our testing approaches are appropriate and facilitate partnering with trusted community partners.
 - Will work closely with community coalitions, county-level CABs and clinics (our Community Partners) to implement, evaluate, and disseminate the proposed MLIs being implemented to improve the uptake and follow through of COVID testing.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computers, printers, copy machines, and other standard business office equipment; and answering phones.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: chemicals commonly found in an office environment (toner, correction fluid, etc.); upset or emotionally distraught individuals; families with colds or flu's.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

KNOWLEDGE OF:

- Excellent Communication Skills
- Efficient in Microsoft Word and Excel

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- Gather, collate and classify information about data, people or things
- Define problems, collect data, establish facts & draw valid conclusions
- Handle routine and sensitive inquiries from public, groups, and public health officials

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

MINIMUM QUALIFICATIONS

- Minimum of an associate's degree or 5-8 years' experience in comparable position.
- Drug screening
- A criminal history background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.
- Valid Ohio driver's license

(Employee Signature)

(Date)