

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 2

Employee:	Division:	Clinical Services
Classification:	Reports to:	Director of Nursing
Class No.:	Employment Status:	
Position:	Community Health Worker	FLSA Status:
Civil Service Status:		EEO Category:

The Community Health Worker (CHW) will work directly under the Director of Nursing. This position will help apply disease management plans in the context of their community, provide social and emotional support, provide linkage to care, including but not limited to, clinical, community, and mental health services.

The position focus is to serve as a community representative, advocate for individuals and groups in the community by assisting them in accessing community health and supportive resources through the provision of education, role modeling, home visits and referral services. Conducts outreach, facilitates access, and provides culturally appropriate social support, informal counseling, and resources for programs that promote individual and community health; often share ethnicity, language or life experience with the community members they serve (e.g., peer health promoter, lay health advocate, community health representative).

MINIMUM JOB REQUIREMENTS

Candidates should have a minimum of an associate's degree in a health or education related field. Applicants must be willing to become a certified Community Health Worker (CHW) within one year of employment and participate in the required PreVenture training.

ROLES AND RESPONSIBILITIES

1. Assists clients in their community, JCGHD clinic, or home setting. Communicates to clients/patients the purposes of the Pathways program and the impact it may have on their wellbeing. Helps patients identify socio-economic issues that affect their overall health and develop health/social management plans and goals.
2. Documents all client encounters and contracts made on behalf of clients; completes and submits monthly reports; maintains comprehensive electronic client files, which include client notes, release of information, assessments and other medical documents acquired on behalf of the client. Documents activities, service plans, and outcomes achieved by client in an effective manner.
3. Assists with the with the PreVenture Program, which is a mental health a substance use prevention program, offered in Jefferson County schools throughout the duration of the OneOhio Opioid Grant funding.

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

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Page 2 of 2

Employee:	Position:	Community Health Worker
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4. Assists clients in accessing health related services, including but not limited to: obtaining a medical home, providing instruction on appropriate use of the medical home, overcoming barriers to obtaining needed medical care and /or social services.
5. Provides support and advocacy during initial visit or when necessary to assure clients' medical needs and referrals required are being conveyed. Follows up with both clients and providers regarding health/social services plans.
6. Facilitates communication and coordinate services between providers and the clients/patients. Coordinates and monitors services, including comprehensive tracking of clients' compliance in relation to care plan objectives.
7. Continuously expands knowledge and understanding of community resources and services.
8. Facilitates client access to community resources, including locating housing, food, clothing, prenatal classes, parenting, and providers to teach life skills, and relevant mental health services. Assists clients in utilizing community services, including scheduling appointments with social services agencies and assisting with completion of applications for programs for which they may be eligible.
9. Travels extensively to community locations, various agencies, and other outreach destinations.
10. Performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of community agencies and resources.
- Working knowledge of multi-system outreach programs related to health care delivery, clinical education, and health-related services.
- Ability to plan, implement, and evaluate individual client care plans.
- Knowledge of transportation and other barriers to care that may be encountered by client.
- Ability to communicate medical information to health care professionals and care coordinators over the telephone.
- Skill in use of personal computers and related software applications, including e-mail.
- Skill in organizing resources and establishing priorities.
- Creative and analytical thinking.

CONDITIONS OF EMPLOYMENT

- Must to obtain a Community Health Worker (CHW) certification within one year of hire.
- Possession of a valid Ohio driver's license is a requirement for this job.
- Must pass a pre-employment criminal background check and drug screen.

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

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Page 3 of 2

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- Fingerprinting, and subsequent clearance, may be required for this position depending on assignment.

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.

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.

(Employee Signature)

(Date)