JOB DESCRIPTION

NEW Position ☐ Change ☑

AGENCY
Meigs County Health Department

DIVISION
Public Health

COUNTY OF EMPLOYMENT
Meigs

TITLE OF IMMEDIATE SUPERVISOR
Director of Nursing

☐ New Position ☐ Change

UTILAL WORKING TITLE OF POSITION
Community Health Worker

NORMAL WORKING HOURS (Explain unusual or rotating shift)
From: 8:00 A.M. to 4:00 PM 7 hours per day full-time position - 35 hours per week (Classified/non-exempt)
Evening and weekend hours as needed.

NORMAL WORKING CONDITIONS
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May have occasional exposure to blood, bodily fluids, and tissue; may have exposure to unruly children and adults; May have occasional operation of a vehicle in inclement weather; May require minimal lifting.

ESSENTIAL FUNCTIONS

| 65% | Responsible for care coordination activities as part of a local clinical care team including RN and Mid-Level providers, which will provide directives; Assist with identifying high-risk patients with diabetes and co-morbidities and provide weekly home visits to improve health outcomes, reduce complications, and to improve communication between patients and providers; Assist patients in culturally appropriate self-management of chronic illnesses, medication adherence, and prevention plans in the context of their home and community; Provide social and emotional support; Link individuals with clinical, community , and other resources and serve as a liaison between patients and the clinical care coordination team; Provide ongoing, flexible, and accessible support as patients' needs change; Recognize and report emergency situations; Assist Grant Managers and Administration with Program Planning, Policy Development, and Interagency Coordination of Medical Services. |
| 30% | Bridge or culturally mediate between individuals, families, communities, and health and human services; Provide culturally appropriate health education, information, and outreach in community-based settings including, but not limited to, homes, schools, hospitals, clinics, shelters, local businesses, and community centers; Provide direct services, including but not limited to, counseling on access to health and human services, social support, care coordination, and health screenings; Program planning and policy development. |
| 5% | Grant reporting duties including preparation, approval, and submission. |

MINIMUM ACCEPTABLE CHARACTERISTICS

| Knowledge: Community resources and contacts; Organizational structure; Agency programs; Use of office equipment; Proficient knowledge of Internet to conduct research; Analytical skills; 10 essential public health services; Information management; Familiarity with the community; Have a close understanding of the ethnicity, language, socio-economic status, and life experiences of the community served (Appalachian culture); communicate in a caring and supportive manner. |
| Skills: Computer skills; Verbal and oral communication skills; Organizational skills; Cultural competency; Customer service; Stress tolerance; Time management; Public speaking; Quality Improvement; Decision making skills; Attention to detail; CPR and First Aid; Program management/Policy development; Team building skills; Ability to quickly learn; Ability to work with local, regional, and state agencies; Presentation preparation; Leadership; Group facilitation; Community engagement and partnership building; Analytical/assessment skills; Creative thinking. |

REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED
Job Specific Competencies Based on the Core Competencies for Public Health Professionals

1. **Analytical/Assessment**: 1A1, 1A2, 1A3, 1A4, 1A5, 1A6, 1A7, 1A8, 1A10, 1A11, 1A12,
2. **Policy Development/Program Planning**: 2A2, 2A4, 2A5, 2A6, 2A7, 2A8, 2A10, 2A11
3. **Communication**: 3A1, 3A2, 3A3, 3A4, 3A5, 3A6, 3A7, 3A8
4. **Cultural Competency**: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6,
5. **Community Dimensions of Practice**: 5A1, 5A2, 5A3, 5A4, 5A5, 5A7, 5A8, 5A9
6. **Public Health Sciences**: 6A4, 6A9
7. **Financial Planning**: 7A2, 7A3, 7A4, 7A5, 7A6, 7A7, 7A9, 7A10, 7A11, 7A12, 7A13, 7A14
8. **Leadership and Systems Thinking**: 8A1, 8A2, 8A3, 8A4, 8A5, 8A6, 8A7, 8A9

Employee is presented with a copy of the Core Competencies from the Council on Linkages Between Academia and Public Health Practices.

Organizational Competencies—All MCHD employees are expected to meet specified competencies in the following areas:

1. Excellence
2. Customer Service
3. Trustworthiness
4. Leadership
5. Accountability
6. Teamwork
7. Communication
8. Confidentiality
9. Learning

**MINIMUM QUALIFICATIONS**

Valid state issued Driver's License; ongoing proof of automobile insurance coverage; Reliable transportation. Non-tobacco user. Successfully pass a B.C.I. background check. Good health, high moral character, and good attendance record. Compliance with tuberculin test requirement per agency TB Policy.

**EVALUATION**

Performance evaluation will be conducted as outlined in the Health Department’s Employee and Procedure Manual.

An Equal Opportunity Employer