



Job Title

Community Health Worker

Primary Responsibilities

Southeast District Health Department (SEDHD) is searching for an individual for our Community Health Worker (CHW) role. The CHW will be responsible for providing education and developing professional relationships in the field of oral health. This individual will work closely with our health education and chronic disease prevention programs that assist individuals to maintain and improve their health.

Duties and Responsibilities:

- Coordinate community outreach efforts and establish and/or strengthen positive working relationships with communities, schools, community groups, public health partners, local health leaders, medical professionals, agencies, and the public, with equity across the five-county health district, to mobilize, educate, plan and implement health awareness programs and activities.
- Participate in marketing efforts for SEDHD including, but not limited to, outreach to potential partners and the community at large to inform and promote the programming of SEDHD, create annual marketing plan and implement accordingly, report on marketing activities to SEDHD management, staff and/or other stakeholders. Work with staff to understand the various programs of SEDHD so they can be represented appropriately while conducting outreach.
- To the highest extent possible, conduct health activities that are research-based and in accordance with best practices.
- Review data periodically. As new trends develop, analyze ways to sculpt priorities and activities to match current needs. Inform SEDHD management of significant data changes noted.
- Conduct activities and programs in accordance with budget allowances by current funding sources.
- Participate in needs assessments, strategic planning, program design and implementation and evaluation of health programming. Employ data-driven decision making by utilizing data to determine pertinent program priorities, goals and objectives.
- Compile, write and edit reports and other documents required by funders. Submit all reporting requirements in an accurate and timely manner.
- Develop and update appropriate forms, brochures, and other materials in an accurate and timely manner.
- Attend and/or participate in conferences, workshops and other health-related training, as directed, as well as professional development opportunities.
- Craft informational materials as needed, including, but not limited to, newsletters, recruitment packets, brochures, etc. Increase the availability of bilingual health information.
- Deliver educational curriculum(s) within the community to children and adults.
- Provide referrals to individuals seeking care.

Minimum Qualifications

- A minimum of two years of college and/or professional/technical medical training and/or equivalent successful work experience in health, health education, human services, community planning, or related field preferred.
- Experience with community planning, program development, implementation and evaluation highly desired.
- Ability to complete community health worker training within six months of hire date.
- Written and oral fluency in English and Spanish preferred, but not mandatory.
- Skilled in basic desktop software programs including Microsoft Office and able to learn other software as needed.
- Ability to work with various levels of agency management.
- Skilled in facilitation and presentation skills, listening, group processes and dynamics.
- Skilled in effective interpersonal communications, both written and verbal
- Ability to be action-oriented, persevere, motivate others, and focus on program goals.
- Ability to build and foster collaborative relationships across a wide range of organizational levels and disciplines.
- Ability to coordinate the activities of diverse groups and agencies.
- Ability to manage work processes, establishing and working under deadlines.
- Ability to organize, plan, and prioritize projects using time management skills.
- Ability to work independently and as part of a team.
- Ability to exercise initiative, judgment, and discretion.

Working Conditions

Work is performed primarily indoors in an office environment. Work during clinical outreach may be conducted in school settings and assisted living facilities. Work will include traveling to other facilities such as local or state public health facilities, hospitals, clinics, and community partner agencies.