

Job Title: Community Health Worker		
FLSA Status: Nonexempt	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Starting Pay Range: \$17.05 – \$19.67
Location: Auburn, Falls City, Nebraska City, Pawnee City, Syracuse, Tecumseh NE		
Supervises: None		
Reports To: Community Health Supervisor		

JOB SUMMARY
<p>The Community Health Worker (CHW) supports patients and community members in navigating and accessing community and healthcare services and adopting healthy behaviors. The CHW conducts community outreach to promote and improve individual and community health, provides resource information, social support, and informal counseling, and advocates for individual and community health needs. The CHW also collects data to identify community health needs and supports continuous quality improvement efforts.</p>
DUTIES AND RESPONSIBILITIES
<p>Under general supervision, the CHW performs the following essential duties in support of the Department’s core public health functions and essential services:</p> <ul style="list-style-type: none"> • Health system navigation and resources coordination. • Health promotion and coaching, providing information or education to patients that makes positive contributions to their health status. • Health education to teach or promote methods and measures that have been proven effective in avoiding illness and or lessening its effects. • Develop and provide culturally appropriate health information and education to patients. • Conduct assessments and screenings for children, families, and community members; documents assessment and intervention data using established medical record forms, databases, and documentation practices. • Implement strategies and initiatives that promote health and prevent disease, injury, and disability among individuals, families, and population groups in a variety of settings, including clinics, community organizations, businesses, schools, and other community locations. • Collect, organize, interpret, and maintain data for program monitoring, reporting, evaluation, and improvement. • Prepare and submit timely, accurate reports.
ADDITIONAL DUTIES
<ul style="list-style-type: none"> • Establish trusting relationships with community partners, patients and their families while providing general support and encouragement. • Promote and incorporate the Department’s core values, vision, mission, and strategic initiatives into daily service delivery. • Maintain working knowledge of all Department services and programs and provide information to the public as appropriate. • Pursue ongoing professional growth by seeking educational opportunities, participating in committees and work groups, and contributing to a culture of continuous improvement. • Adhere to Department confidentiality and privacy policies and practices. • Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the public. • Represent the Department on committees, coalitions, and community alliances as assigned. • Attend training, courses, seminars, and conferences, as approved, to stay current on trends and maintain skills. • Participate in needs assessments, strategic planning, accreditation, evaluation, and quality improvement efforts, using data-driven decision-making to guide priorities and objectives.

- Perform computer data entry and retrieval using various hardware and software systems.
- Prepare and maintain accurate records, reports, correspondence, mileage logs, and timesheets.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal and communication skills, with the ability to work effectively with diverse groups in the community.
- Familiarity with community agencies, resources, and barriers impacting local populations, along with strategies to alleviate those barriers.
- Knowledge of the core functions and essential services of public health, including disease prevention, health promotion, lifestyle risk reduction, and public health research methods.
- Understanding of methods, practices, and techniques for identifying public health issues and health education needs.
- Working knowledge of the geography of Johnson, Nemaha, Otoe, Pawnee, and Richardson counties.
- Ability to make sound professional decisions within Department policy and perform duties with efficiency, accuracy, thoroughness, and attention to detail.
- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Proficient in verbal and written communication in English, using proper grammar, vocabulary, spelling, and punctuation.
- Ability to understand and follow verbal and written instructions.
- Ability to communicate effectively with individuals of all ages and backgrounds.
- Flexibility to meet scheduling demands, including weekends, overtime, emergency call-ins, and varied shifts.
- Ability to work independently with minimal supervision after training.
- Ability to safely operate a motor vehicle in compliance with traffic laws while performing job duties.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent. Associate degree from an accredited college or university in public health, health promotion, social work, education, or related field of study preferred. Applicants fluent in both English and Spanish preferred.
- At least one year of relevant experience.
- Exceptional writing, attention to detail, and interpersonal communication skills are essential.
- Proficient in Microsoft Office computer applications. Experience and or training utilizing database, statistical, and graphics software preferred.

OTHER

- Must be able to use personal vehicle for travel if needed.
- Able to work in a smoke-free and drug-free work environment.
- Able to pass pre-employment screenings and agree to have a background check.
- Able to spend prolonged periods sitting at a desk and working on a computer.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license and have and maintain a clean driving record.
- Current vehicle insurance certificate.
- Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, or 800 will be required to complete the courses within three months of employment.

WORKING CONDITIONS

Work is performed primarily at SEDHD office sites, as well as community, hospital, and clinic locations. Computer equipment, copiers, personal or Department vehicles, and public health equipment and supplies are used to perform

functions. This job may encompass light lifting, standing, walking, being seated for extended periods, possible overtime, driving, some overnight travel, and infrequently working nights and weekends. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations.

EQUAL OPPORTUNITY

The Southeast District Health Department is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Submit an application on the Southeast District Health Department's [Career Opportunities page](#).