

**Jefferson County Position
Description**

Name: _____ **Department:** Health Department
Division: _____

Position Title: Community Health Development Worker **Pay Grade:** 5 **FLSA:** Non-Exempt

Date: February 2023 **Reports To:** Public Health Officer

Purpose of Position

The Community Health Development Worker (CHDW) will be responsible for developing community partnerships, leading outreach efforts, and helping individuals navigate and access community services, other resources, and adopt healthy behaviors. CHDW will primarily be working out in the community with specific target populations. The CHDW will work closely with medical providers, healthcare teams, and other community agencies to improve access to services and improve community health outcomes. As a priority, all activities will promote, maintain, and improve the health of the community. The CHDW will advocate for individuals and community health needs and assist in providing services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees Programmatic implementation of Strategic Work Plan with coalition feedback and support; leads objective work with Drug Free Communities (DFC) Assistant to ensure overall goals, objectives and requirements of federal grants are fulfilled.
- Promotes prevention of tobacco, alcohol, and substance misuse in youth and adults.
- Promotes community action and garners support and resources from community organizations to implement new activities.
- Acts as a liaison between the Jefferson County Health Department and community agencies to facilitate communication and coordinate services.
- Builds and maintains positive working relationships with the clients, providers, nurse case managers, agency representatives, supervisors and office staff.
- Effectively works with people (staff, clients, doctors, agencies, etc.) from diverse backgrounds in reducing cultural and socio-economic barriers between clients and institutions.
- Conveys the purposes and services of a program to the target population and the impact that program or service would have.
- Documents activities, service plans, and results effectively while strictly adhering to the policies and procedures and statement of work outlined in programmatic grants.
- Is knowledgeable about community resources appropriate to the target population's needs and continuously expands knowledge and understanding of community resources, services and programs provided.
- Exhibits excellent working relations with patients, visitors and staff, effectively communicating the Jefferson County Health Department's mission, vision, and core values.
- Contributes towards meeting Public Health Preparedness capability requirements.
- Complies with performance management and program performance measures, and identifies opportunities for quality improvement.
- Attends regular staff meetings, trainings and other meetings as assigned. Completes annual compliance training and adheres to compliance policies and procedures.
- Supports the mission of the department and adheres to the core values as described in the most current agency strategic plan.

- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as needed.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Help clients in utilizing resources, including answering phones, scheduling appointments, and assisting with completion of applications for programs for which they may be eligible.
- Performs public health emergency response duties as assigned and consistent with training provided.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree and one year experience or two to three years direct related experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Four years directly related experience or a Bachelor's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to counsel and treat clients, and mediate disputes. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations, Ability to provide advocacy for clients.
- Ability to utilize a variety of advisory and specialized data and information such as Court orders and records, client records, medical reports, psychological reports and assessments, criminal histories, police reports, placement reports, AODA reports, guardian ad litem reports, group home reports, clinical reviews, contact records, daily activity records, crisis sheets, protective payee reports, case notes, court documents, non-routine correspondence, Wisconsin Statutes

Chapters 48, 55, 51, 893, 115, Wisconsin Administrative Codes, Physician's Desk Reference, dictionary, DSM III, placement manuals, agency policies and a variety of forms.

- Ability to communicate verbally and in writing with clients, Department personnel, Judges, attorneys, psychiatrists, psychologists, law enforcement personnel, Probation and Parole personnel, parents, State and Federal human service agency personnel, foster and group home parents, court personnel, victims/witnesses, medical care providers, educators and employers.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

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

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. Travel may be required. Home visits may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
