

Southwestern Wisconsin Community Action Program, Inc.
Job Description

Job Title: Community Health Worker

Exempt Status: Non-Exempt

Salary Level: 4

Location: Dodgeville

Department: Community Connections

Supervisor: Rebecca Steffes, Director

Prepared By: David Vobora, Deputy Director

Date Prepared: 02/18/2021

Approved by Personnel:

The main function of the Community Health Worker is to serve as a resource to local community groups on issues and remediating resources available to cope with public health concerns. The Community Health Worker is expected to be an “in the field” public health subject matter expert that maintains a strong understanding of the needs and resources of the communities that they serve; acts as a liaison and referral resource between health agencies, social service agencies; and people in the community. The goal of the Community Health Worker is to connect people with concerns or needs with the resources that can help them address their concerns or needs. A focus area for the Community Health Worker is to reach-out to at-risk residents of heart disease and/or diabetes and connect them with appropriate healthcare, public health and social services systems. A focus area for the Community Health Worker is to reach-out to Spanish-speaking immigrant farm and factory workers in southwestern Wisconsin.

Examples of duties:

1. Help individuals, families, community groups and organizations develop their capacity and access to resources, including health insurance, food, housing, healthcare and health information.
2. Facilitate communication between clients and healthcare and social service organizations in the community.
3. Inform, educate and increase the ability of people in the community to access healthcare and social service supportive services.
4. Facilitate the ability of community healthcare and social service systems to increase their accessibility to people of diverse cultures.
5. Help people understand their physical and mental health conditions and develop plans to improve their health.
6. Promote healthy lifestyles and healthy lifestyle choices.
7. Deliver physical and mental health information in culturally appropriate ways.
8. Connect people with healthcare and social service resources that are appropriate to their concerns and needs.
9. Provide non-medical training, counseling, support and follow-up.

10. Act as an advocate for community healthcare issues.
11. Provide basic-level health services, such as blood pressure checks, or temperature checks.
12. Proactively reach out to known people with low incomes that may be at risk of health-related issues.
13. Translate and interpret for clients and healthcare or social service providers where language may be a barrier.
14. Document all encounters, referrals and follow-ups.
15. Maintain knowledge of community healthcare and social service resources.
16. Facilitate the ability of clients to make and keep appointments.
17. Support the needs of clients and community organizations.
18. Collect data to research and identify community health needs.
19. Other duties as may be assigned.

All candidates must have:

1. Minimum of high school diploma or equivalent.
2. Knowledge of healthcare and social services resources in the SWCAP service territory.
3. Previous experience working or volunteering in human services, healthcare, community outreach, health education or a related service.
4. Fluency in both English and Spanish.
5. Telephone and computer skills.
6. Access to vehicle for travel within service territory.
7. Proof of in-force Wisconsin automobile insurance.
8. Ability to pass Wisconsin criminal background check.
9. Ability to work effectively with socially and/or medically challenged clients in non-traditional settings.
10. Ability to work effectively with minimal direct supervision.
11. Ability to work a non-standard schedule, including the possibility of some evening and/or weekend work.

Very well qualified candidates will also have:

1. Community Health Worker certification.
2. College degree in an appropriate field.

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