

### **JOB DESCRIPTION**

<b>Job Title:</b>	Community Health Worker (ANTICIPATED) Temporary Full-Time Position
<b>Reports to:</b>	Project Manager/Lead
<b>Pay Rate:</b>	\$22 an hour

### **POSITION SUMMARY**

Under supervision, the Community Health Worker (CHW) will provide navigation, referrals, and health education sessions to residents of Bloomfield, East Hartford, and Hartford over a period of (6) six months. CHW will work with community partners on project-related outreach, engagement, recruitment activities, and will implement community-based education. This includes providing culturally and linguistically appropriate assistance to families to meet their basic needs and increasing knowledge of COVID-19 testing sites.

### **RESPONSIBILITIES**

- Implement community activities through a variety of mechanisms including in person and online platforms;
- Conduct outreach to relevant community partners through collaborative activities and attendance at community and stakeholder meetings;
- Conduct outreach to engage, educate, and recruit community participants in community and nontraditional settings (mobile vans, out-patient centers, walk-in clinic, barber shops and other venues) to participate in short-term case management activities;
- Connect and follow-up with participants to community resources so their needs can be met;
- Establish and maintain positive relationships with potential and enrolled participants, visitors, and other employees;
- Work flexible hours (evenings, nights & weekends) to accommodate the needs of the community, as needed;
- Maintain professional behavior in non-traditional work settings (public venues, informal gatherings, outdoor events etc.);
- Work independently, exercise initiative, use discretion when handling confidential information;
- Contribute to project’s outreach and retention strategies;
- Document client progress on ‘progress charts’;
- Evaluate clients’ progress periodically and adjust as needed;
- Manage case assignments, draft service plans, and review case progress;
- Determine case closure to ensure that clients are satisfied with services and are still in stable standing;
- Regularly provide updates on the progress of project activities to ensure appropriate and timely enrollments, quickly identify difficulties, and implement corrective measures;

- Attend project's specific and related trainings and meetings as requested by project's leadership;
- Conduct all project activities in accordance with standard operating procedures and other appropriate agency's regulations, procedures and policies, including procedures to safeguard confidentiality of participants; and
- Perform other duties as assigned.

#### **EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- High School diploma or equivalent and at least 1 year of community-based outreach experience;
- Excellent interpersonal, communication and organizational skills;
- Ability to manage multiple priorities under pressure;
- Ability to maintain professional boundaries in diverse public settings;
- Professional or personal experience supporting individuals with challenging needs;
- Must have a valid in-state driver's license, provide current registration and adequate insurance, and have a driving record with no more than 2 points within the last 3 years;
- Commit to all required trainings (i.e. HIPPA, COVID-19 Contact Tracing: A Course from Johns Hopkins and/or COVID-19 Basics).
- Proficiency in computer applications including Microsoft; and
- Basic knowledge of local population demographics, assets, and needs.

#### **EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

- Experience in conducting outreach
- Bilingual (Spanish, Portuguese, Haitian Creole, Arabic and Karen)

#### **TO APPLY**

- Send an email with your resume and cover letter describing your relevant skills and experience, and why you are interested in this position. Send the email to Joseph Wilkerson, Deputy Director at [JWilkerson@hartfordctc.org](mailto:JWilkerson@hartfordctc.org) by **Monday, September 21, 2020 at 5:00 PM.**
  - Please use the subject line that says **CHW in COVID-19 Response Efforts:** [Candidate first and last name].

A requirement of the position is that staff must attend a mandatory virtual training during the week of October 5, 2020.