



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Community Health Worker

LOCATION: Public Health

HIRING RANGE: \$23.56-\$26.18/Hr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

March 2024

POSITION TITLE: Community Health Worker

DEPARTMENT: Public Health

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Responsible for developing community partnerships, leading public health outreach efforts, and helping individuals navigate and access community services that improve health. The position will primarily be working in different communities with specific target populations.

ESSENTIAL FUNCTIONS:

1. Develop and sustain collaborative working relationships with community members and partner agencies, which may include providers, case managers, agency representatives, supervisors, and office staff.
2. Through community care coordination, this position will provide social, behavioral, and resource support to clients as they navigate health care, basic needs, and social service systems.

3. Engage with and learn from target populations to support Winnebago County Public Health's strategies to improve health outcomes; specifically, for those disproportionately affected by public systems.

ADDITIONAL ESSENTIAL DUTIES:

1. Provide services in a culturally sensitive manner.
2. Able to work independently and as part of a team.
3. Participate in enhancing agency performance, processes, programs, and interventions through continuous quality improvement.
4. Assume responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups, and contributing to a work environment where continual improvements in practice are pursued.
5. Report to work as called upon in 24/7 in a public health crisis or emergency and perform public health emergency response duties as assigned and consistent with training provided.
6. Adhere to Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health crisis or emergency.
7. Participate in public health emergency response training and drills.
8. Perform other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Public Health Supervisor.
2. Works collaboratively with all staff, community partners, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School Diploma or equivalent.
2. Two or more years of experience working in the community or with community members on engagement, navigation, advocacy, or similar experience preferred.
3. Current WI driver's license and access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Comprehensive knowledge of Microsoft Office applications including the ability to learn new applications, conduct internet-based research, and organize messaging into appropriate presentation platforms.
2. Ability to effectively communicate with identified populations to improve health outcomes.
3. Ability to successfully work with diverse populations and demonstrate cultural humility.
4. Participates in the department's commitment to incorporate equity in our services, policies, practices, and organizational culture.
4. Ability to establish and maintain effective working relationships with employees, community leaders, general public, other county departments, agencies and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner.
5. Ability to center the needs of residents in departmental services, policies, practices, and organizational culture.
6. Knowledge of or willingness to learn how to apply community health strategy to identify structural barriers to accessing health for target groups and implement programs that promote better policy, health knowledge, self-sufficiency, and self-care.
7. Ability to apply time-management skills, exercise independent judgment, and prioritize workload.

8. Ability to adapt to changing programming and workplace priorities.
9. Ability to accommodate flexible scheduling to address program needs.
10. Ability to organize work and work productively with indirect supervision in a highly visible public sector.
11. Identify and ensure use of professional development opportunities for professional growth.
12. Knowledge of quality improvement concepts and ability to contribute to continuous performance improvement.

PHYSICAL REQUIREMENTS:

1. Ability to perform work from a sedentary or standing position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability or willingness to learn to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Ability to work in adverse weather conditions, and uncomfortable indoor environments during a public health crisis or emergency. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as ice/snow, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
6. Hearing ability sufficient to communicate with others effectively in person and over the phone.
7. Visual ability must be sufficient to read typewritten documents, computer screen and drive a car.
8. Employees may occasionally need to relate to members of the public who exhibit challenging, atypical, or hostile behaviors and communication.