

Agency Description: *Describe your agency*

Position Summary: NOTE – this is left broad to facilitate moving CHWs from one program area to another as needed

Works as part of an interdisciplinary team to conduct community level outreach, education, and navigation services. Conduct community organizing and mobilization to engage communities and organizations in health planning, program development and policy activities. May provide specialized services depending on area of assignment.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time NOTE: This is flexible depending on area of assignment
1	MFA: Community Education and Mobilization Essential Duties: <ul style="list-style-type: none"> • Develop and disseminate outreach and other health promotion strategies and materials to engage identified individuals and/or communities • Develop and maintain collaborative relationships with program partners including, but not restricted to health care organizations, community-based organizations, other government programs or jurisdictions, businesses, communities of faith, etc. • Participate in planning and conduct outreach at key community events, cultural celebrations, and other venues that provide outreach opportunities among the identified population • Serve on community coalitions, advisory groups, and task forces serving identified population to increase culturally appropriate outreach, operational coordination/collaboration, and effectiveness 	40%
2	MFA: Outreach/Engagement to Program Populations Essential Duties: <ul style="list-style-type: none"> • Serve as a member of an identified project and/or interdisciplinary team, committee, coalition, etc. working to provide demographically appropriate outreach to identified populations • Develop, implement, and evaluate population-specific programs • Facilitate enrollment and participation in medical and social assistance programs, such as Medicaid, WIC, and other community-based programs • Improve and facilitate access to and utilization of internal and external services, resources, and programs 	40%
3	MFA: Data Collection, Reporting, and Evaluation Essential Duties: <ul style="list-style-type: none"> • Review and utilize program-relevant data systems to assist in service delivery, monitor health status indicator measures, and program outcome compliance, improvement, and evaluation • Complete or contribute to program reports as required and assigned. Maintain compliance with Federal, State, County and other program elements, requirements, deliverables, etc. 	10%

4	MFA: Special Projects Essential Duties:	10%
	<ul style="list-style-type: none"> • Coordinate with graduate and undergraduate student interns and/or program volunteers to support program activities • Participate in authoring journal articles, media releases, attend professional conferences as a presenter and/or facilitator, and provide training and technical assistance to other groups and organizations • Participate as an active member of interdisciplinary teams, and other health services and county initiatives to improve and integrate services 	
Percentages should total 100%		100%

Special Requirements:

- Bilingual Spanish-English may be required depending on position. (NOTE: This could also be a “Desired Qualification” depending on role and position; may also need to be biliterate.)
- Valid **XXX** Driver’s License

Work Schedule:

The position will have a 40-hour per week schedule and will spend a percentage of those hours in the community setting. Some occasional evening and weekend work may be required. These positions are subject to the Fair Labor Standards Act and are overtime eligible.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position duties would be outlined on a separate document. This broad job description allows the CHW to be moved to different positions on the team, without needed to re-apply for the new job.