



## POSTION DESCRIPTION

<b>JOB TITLE:</b>	Community Health Worker	<b>DEPARTMENT:</b>	Community Outreach
<b>FLSA STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Branson
<b>DATE:</b>	10.18.2024	<b>REPORTS TO:</b>	Community Outreach Manager

### JOB SUMMARY

The Community Health Worker provides client support and community outreach, assisting individuals and families in accessing healthcare, social services, and community resources. This role will manage and coordinate the Maternal Child Health contract deliverables, maintain relationships with community partners, and conduct outreach activities to promote public health initiatives.

### ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- ❖ Client Support Related Activities (50 %)
  - Assist individuals and families in accessing healthcare services, social services, and community resources.
  - Provide support and guidance to individuals and families experiencing health challenges.
  - Advocate for the health needs of individuals and communities, including access to housing, food and other resources.
  - Develops curriculum including handout materials and training aids assuring for appropriateness.
  - Serve as liaison between health and social services and the community to facilitate access and improve quality & cultural competence of service delivery.
  - Must be able to drive to all Taney County Health Department locations, or off-site locations as needed, to perform all required and essential job-related activities and tasks.
- ❖ Community Outreach and Health Education (50 %)
  - Develop work plan, manage and coordinate Maternal Child Health contract deliverables.
  - Conduct outreach activities to identify and engage individuals and families at risk for health disparities.
  - Establish and maintain relationships with community members, organizations, and leaders.
  - Develop and deliver culturally appropriate health education programs on various topics.
  - Provide health information and resources to individuals and families.
  - Offer educational presentations to a variety of groups including students, community members, local businesses, and providers.
  - Continually evaluate Maternal Child Health program and health education effectiveness and outcomes.
  - Represent the Department at community events as appropriate.

## TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals on a yearly basis
- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

## EDUCATION & RELATED EXPERIENCE

- Preferred two or more years' experience in public health, health and wellness, or community development.
- Preferred bachelor's degree in communications, health education, or a health-related field.
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to multitask, computer literacy, ability to build and maintain teams.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player
- Strong analytical and problem-solving skills including conflict resolution
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

## PHYSICAL REQUIREMENTS

PHYSICAL TASK	PHYSICAL REQUIREMENTS	FREQUENCY
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently

Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly
Hearing	Must be able to receive information through oral communication.	Constantly

**WORKING CONDITIONS**

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

**This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an “at-will” basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.**

**I have read and understood this positions description.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Managers’ Signature

\_\_\_\_\_  
Date