



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Community Health Worker
Department: Public Health
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: December 21, 2015
Last Revised: December 21, 2015
Pay Grade: A12
Union: AFSCME

SUMMARY

The Community Health Worker works to promote optimum health through serving as a liaison, link or intermediary between Dental health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. Applicant will help "at-risk" families with home visits and support within our community. This classification is distinguished from the clerical series in that duties are not primarily for clerical support, but rather care coordination and service linkage helping families navigate and access community services and other resources and to adopt healthy behaviors, through an integrated approach to care management and community outreach. Work is performed under the supervision of a Nursing Program Supervisor who reviews work for compliance with departmental policies and procedures and through direct observation. Supervision is not normally a responsibility of positions in this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Participate in the development of individual treatment plans with the patient and their primary care team.
2. Anticipate, identify, and help patients to overcome barriers within the health care system to ensure the prompt resolution of emerging health crises (physical/emotional/social).
3. Assist patients and their families in accessing community-based support systems, understanding treatment options and preventive behaviors.
4. Screens clients for eligibility, and as appropriate, connects them with enrollment assistance for Oregon Health Plan, and Oregon Mothers Care.
5. Helps coordinate safe transportation for clients from their homes to approved medical and social service appointments, and the provision of translation and interpretation services.
6. Facilitate communication between the health care system, school system, and parents including directly advocating for families and their culturally-specific/income-specific needs.

7. Provides ongoing follow-up, basic motivational interviewing and goal setting with clients/families.
8. Assess child immunization status and help parents/caregivers address any barriers preventing families from getting their immunizations and well-child visits up to date.
9. Conduct child development and health assessments and provide culturally appropriate referrals and provide information about policy-making and leadership opportunities for parents in the area of early childhood education.
10. Connect parents to school activities, personnel, and volunteers through participation in groups and events via referral to Parent Education Hub, United Way, Early Learning Hub, 211info and other resources. And provide referrals to community organizations that are working to address the social determinants of health through advocacy and organizing.
11. Facilitate communication between the health care system, school system, and parents including directly advocating for families and their culturally-specific/income-specific needs.
12. Regularly participates in project-wide in-service training programs convened for community health outreach workers.
13. Able to work a flexible schedule. Some evening and weekend work may be required.
14. Current CPR certification.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Communicate effectively both verbally and in writing; deal tactfully and patiently with clients; maintain records; establish and maintain effective working relationships with social service agencies/resources and other employees; recognize when to refer clients for further assistance, and the ability to work with diverse populations.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent required; some college level courses or relevant training in the medical field preferred. Certification as Community Health Worker through OHA accredited program or ability to achieve this certification within 6-months of employment.

JOB IMPACT

Consequences of error could include public embarrassment or exposure to litigation.

TYPICAL PROBLEMS ENCOUNTERED: Problems encountered generally revolve around dealing with clients/patients who may be anxious, verbally abusive and/or have other medical/emotional problems.

JOB CONTACTS

This position works directly with individual clients and their families, and other social service agencies/resources.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively. Fluent Bilingual English/Spanish verbal and written skills preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Interviewing and counseling techniques; the operation of standard office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 30 pounds. Employees are also required to drive to other neighboring counties and state required trainings that sometimes require travel in possibly hazardous weather and/or road conditions. This position is impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable work flow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: <input type="checkbox"/>	Normal		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: <input type="checkbox"/>			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe: <input type="checkbox"/>			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>