



REGIONAL COMMUNITY HEALTH WORKER

Background

The MetroWest Shared Public Health Services group is seeking a Community Health Worker to support for the towns of Hudson, Ashland, Hopkinton, Maynard, Milford, Millis and Natick and the city of Framingham. The eight MetroWest Health Departments are engaged in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities across the region.

The CHW position will conduct outreach and education activities related to COVID-19 and other health issues, including addressing social determinants of health. This position will also perform communicable disease investigations, and participate in public health clinics and educational programs. This position will be grant-funded by the MetroWest Health Foundation through June 30, 2023.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Additionally, as a shared service position, some functions or duties may be performed as a lead role and others may be performed in a support role to another health department.

1. Act as a liaison between residents and community resources
2. Build and maintain trust and relationships with residents and community-based organizations
3. Conducts community outreach and education around COVID-19 and other health issues, including addressing social determinants of health
4. Assist in referrals and follow-ups
5. Conduct communicable disease investigation
6. Participate in public health clinics and educational programs
7. Refers clients to services as needed
8. Works with regional health directors and staff to foster partnerships, engage residents, and identify needs
9. Collects required client information and documents client interactions
10. Demonstrates cultural humility in all aspects of work
11. Participates in project-related meetings, conference calls, webinars and training



Supervision

Works under the supervision of the Shared Services Coordinator and the Director of Public and Community Health in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Recommended Minimum Qualifications

- Education:
 - High school degree or equivalency required, Associates Degree preferred
- Work Experience:
 - Minimum 3 years of experience working or volunteering in the community
 - Experience working with members of diverse languages and cultures
 - Interest or experience working with older adults
- Skills, Knowledge, and Abilities:
 - Fluency in English required
 - Fluency in Portuguese and/or Spanish preferred
 - Ashland, Framingham, Hopkinton, Hudson, Maynard, Milford, Millis, or Natick residency strongly preferred
 - Knowledge of the MetroWest region
 - Maintain sensitive information in a confidential manner
 - Commitment to health promotion with special attention to the underserved and diverse communities
 - Ability to interact effectively and appropriately with the public and co-workers
 - Demonstrates interpersonal skills such as diplomacy, patience, and politeness
 - Ability to motivate individuals to change health behavior
 - Strong organization skills
 - Comfortable working in a variety of environments including office, community, and home settings
 - Comfortable working in-person with families and individuals
 - Comfortable working with a variety of project staff in the MetroWest region
 - Basic computer skills, willingness to learn new computer programs as needed
 - Current Massachusetts driver's license and daily access to a car for use. Good driving history is required.

Required Credentialing After Hire

- Foundations for Local Public Health Practice course within 1 year of hire
- MAVEN trained within 2 months

Work Environment

Work is performed in office, community, and home settings. Local travel is required. The employee operates standard office equipment. The employee has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing. This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Physical Requirements

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak and hear and



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use hands to operate equipment. Off-site locations may include meeting spaces, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Title: Regional Community Health Worker
Location: 78 Main Street, Hudson, MA 01749
Salary: \$47,000 annually
Job Type: Full-time (37.5 hours per week), non-union, grant funded

Application by email is also accepted at: fsantos@townofhudson.org. Position is posted until filled.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants.