COMMUNITY HEALTH WORKER
TEMPORARY POSITION

Definition
The Community Health Worker (CHW) is responsible for conducting outreach and education activities related to the new coronavirus—Coronavirus Disease 2019 (COVID-19). This is a temporary position, paid with the COVID-19 Emergency funding to local Boards of Health’s.

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.

1. Responds to project referrals and contacts clients in a timely fashion
2. Conducts community outreach and education about COVID-19
3. Communicates regularly with vulnerable residents to make sure their needs are met
4. Collects required client information and documents client interactions
5. Works with project staff to complete reports
6. Assists with or refers residents to other partners for basic needs (including food), behavioral health, education, or clinical services as needed
7. Participates in related meetings, conference calls, webinars and training

Supervision
Works under the administrative supervision of 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.

Minimum Qualifications

- Commitment to health promotion with special attention to the underserved and diverse communities
- Minimum 3 years of experience working or volunteering in the community
- Knowledge of Hudson
- Hudson residency strongly preferred
- Fluency in English required
- Fluency in Portuguese
- High school degree or equivalency required, Associates Degree preferred
- Experience working with members of diverse languages and cultures
- Interest or experience working with older adults
- Ability to interact effectively and appropriately with the public and co-workers
• Strong organization skills
• Basic computer skills, willingness to learn new computer programs as needed
• Comfortable working in a variety of environments including office, community and home settings

Work Environment
Work is performed in office, community and remote settings. Local travel may be 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, video conference, 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 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: Community Health Worker - temporary
Salary: $22.70/hr
Job Type: Salary part-time 19.5 hours per week, non-union temporary position
Location: 78 Main Street, Hudson, MA 01749

Application by email is also accepted at: kcalo@townofhudson.org

Position is posted until filled.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer.