

Mahoning Valley Regional Council of Governments - ESCEO  
*Employee Position Description and Responsibilities*

<b>Position Title:</b>	<b>Community Health Worker</b>
<b>Category:</b>	Classified; FLSA Applies; Grant funding up to two years contingent upon availability of Ohio Department of Medicaid OEI grant funding to the ESCEO.
<b>Compensation:</b>	Hourly, insurance coverage, and fringe benefits as per the current Mahoning Valley Regional Council of Government (MVRCOG) Board Policy.
<b>Education/Degree:</b>	Associate's Degree.
<b>Reports to:</b>	Director, Social Services
<b>Supervises:</b>	None
<b>Job Goal:</b>	The Certified Community Health Worker will identify the health needs, service gaps, and barriers to care for women at high risk of infant mortality and poor birth outcomes in Mahoning County. Once the needs are identified, the CHW will connect the client to evidence-based and best practice interventions in the community. They will initiate Pathways and use them as a tool to monitor and address barriers to positive health outcomes.
<b>Qualifications:</b>	<p>The following qualifications and guidelines:</p> <ul style="list-style-type: none"><li>• An Associate's or Bachelor's degree in social service field preferred.</li><li>• 2 years of care coordination or home visiting experience preferred.</li><li>• Successfully completed or will complete the Certified Community Health training through the Ohio Board of Nursing.</li><li>• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.</li><li>• Exceptional organizational and communications skills.</li><li>• Alternatives to the above as approved by the Governing Board.</li></ul>

**POSITION SPECIFIC PERFORMANCE RESPONSIBILITIES:**

1. Work collaboratively with Help Me Grow home visitors to enroll women who could most benefit from Community Health Worker/HUB services, the majority of whom are minorities and meet the criteria for being at risk of having a poor birth outcome
2. Comply with all Community Health Worker processes and maintain credentials without lapse.
3. Attend required training and workshops as identified by the ESCEO, Ohio Department of Medicaid grant, and HUB requirements.
4. Connect client to health insurance (Health Insurance Pathway) and appropriate medical care (Medical Home Pathway/ Medical Referral Pathway) for preventive and/or management services during the 1st-month enrollment.
5. Connecting clients to resources that address barriers and social determinants of health using the Pathways Community HUB Institute evidence-based model.
6. Work with clients to create and implement a comprehensive care plan.
7. Conduct home visits in either a virtual or in-person format that are culturally sensitive and respectful to families.
8. Facilitate groups with parents enrolled in any of the Help Me Grow Home Visitation programs.
9. Effectively document client engagement and update care plan in the HUB's web-based data platform.
10. Enter all required data into required data systems within 10 business days.

Mahoning Valley Regional Council of Governments - ESCEO  
*Employee Position Description and Responsibilities*

11. Network with community service providers to ensure appropriate resources and referrals.
12. Participate in community outreach services.
13. Participate in staff meetings and supervision.
14. Establish rapport to maintain positive working relationships with families and the community.
15. Any other duties assigned by the Superintendent.

**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district , and other committees and teams
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors
11. Maintains confidentiality in all job related discussions and communications.

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a valid state issued Driver's License and/or government issued ID.
2. Reads, analyzes and interprets data and reports.
3. Writes reports, correspondence and other appropriate communication.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes task, requirements and expectations in order to perform to a standard of excellence in service.

**WORKING CONDITIONS:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to adverse weather conditions and temperature extremes.
11. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
12. Potential for exposure to blood-borne pathogens and communicable diseases.
13. Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Mahoning Valley Regional Council of Governments - ESCEO  
*Employee Position Description and Responsibilities*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Mahoning Valley Regional Council of Governments (MVRCOG).*

*The MVRCOG is an Equal Opportunity Employer. The MVRCOG does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

**I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

Signed, \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_