

Title:	<b>Community Health Worker</b>
Department:	Community Programs
Supervisor:	Community Program Manager
Role Type:	Specialist
Compensation:	\$39,520
Benefits	Health Insurance, 401(k), FMLA, Paid Time Off, Paid Holidays
Location:	<b>Any location:</b> TBD, Watertown, WI 327 E. Broadway, Waukesha, WI
Fair Labor Standards Act Exemption Designation:	Exempt
Work week:	Monday through Friday, some evenings, and weekends
Hours per week:	40+
Revision Date:	2/16/22

### **CAC is an Equal Opportunity/Affirmative Action Employer**

#### **About CAC:**

Community Action Coalition for South Central Wisconsin (CAC) exists to push back on poverty. The mission of CAC is to transform our communities by fostering conditions where everyone can achieve social and economic security. Our organization was born out of the War on Poverty, and that purpose motivates us to this day. But while we've been around for five decades, we're committed to evolving the way we work to help people live better lives.

#### **Essential Duties and Responsibilities:**

- Works with individuals, family, and groups to provide outreach, public education, and referrals when needed.
- Attend community events, provide public presentations, and other outreach with community organizations throughout the grant period to address COVID-19 vaccine hesitancy.
- Develop coalitions with local public health, health systems, community organizations, statewide associations, etc. to discuss population specific challenges (e.g., rural, BIPOC populations) and will participate with other existing workgroups to address these populations.
- Develop social media campaigns/messages addressing COVID-19 vaccine hesitancy to reach out to BIPOC and rural populations.

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- Collect activity and outcomes information from all project partners.
- Host vaccine outreach events.
- Acts as advocate for clients receiving services; making referrals to other services as appropriate.
- Attends meetings and trainings.
- Keeps records and prepares reports.
- Works as a member of a team to provide effective, quality service.

## CAC Core Values:

- **Equity:** Demonstrates a commitment to fairness and can tailor interactions and services to the unique needs of a person.
- **Respect:** Demonstrates a caring for others and the places around us by following through on promises and commitments.  
**Dignity:** Treats other people (peers, clients, community members) as human they are worthy of their time, energy, and service.
- **Transformation:** Ability to understand and navigate the change process to enhance services and rebuild just community systems.

## CAC Essential Skills:

- **Professionalism:** Conduct, behavior and attitude in the work environment reflects positively on CAC.
- **Communication:** Produces strong written documents, edits documents effectively, engages in effective verbal communication, and conducts effective group presentations.
- **Teamwork & Interpersonal skills:** Promotes a positive and fruitful work culture by working with and through others to support others to achieve goals.
- **Quality of work product:** Produces thoughtful error free work.
- **Attendance and punctuality:** Arrive and departs according to work schedule, achieves timely results, communicates planned or unplanned absences, and follows through on commitments.
- **Problem solving:** Identifies issues, effectively structures problems, analyzes data to produce insights, and generates wise, actionable recommendations.  
**External relations/customer service:** Serves as an effective ambassador, builds connections, and maintains relationships with residents, community members, and clients.

The above statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience:**

- Requires academic education beyond high school; or completion of one to two years' previous experience; or equivalent combination of education and experience.
- Good knowledge of the available services in the current social service system.
- Ability to establish and maintain good working relationships with clients, family members, professional staff and the community is essential.
- Computer experience.
- Smart Phone experience.
- Ability to pass a Community Health Worker certification training in the first six months.
- Training or experience working with social service resources available in the counties CAC serves.
- Ability to communicate in Spanish, a Southeast Asian language or American Sign Language or other form of communication.

## **Technical Abilities:**

- Competency using technology, including demonstrated skills in:
  - Word and Excel.
  - Wisconsin Service Point or HMIS (state database program).
  - Sales Force (internal database).
  - Access to a reliable, insured motor vehicle.
  - Wisconsin driver's license.
  - Working telephone.

## **Other skills and abilities:**

- Demonstrate an understanding and commitment to Community Action principles and cultural competency.

**Physical Demands:** The physical demands described here 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.

- Hearing and speaking to exchange information.
- Specific vision requirements of the job include close and distance vision.
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment

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- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting and carrying of objects up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level in the work environment is usually moderate. The job description does not constitute an employment contract between Community Action Coalition and the employee and is subject to change by the agency as the needs of the department and the requirements of the job change.

I acknowledge receipt of this job description. I attest that I meet the requirements described. I attest that I will strive to fulfill the job duties described, meeting or exceeding the performance standards set by my supervisor.	
Employee Name (Print)	Date
Employee Signature	