



**NOTICE OF VACANCY  
September 21, 2015**

**POSITION:** Community Health Worker  
**DIVISION:** Health  
**SALARY:** \$34,532 - \$41,257  
**HOURS:** Monday – Friday 8:30am to 5:00pm

**Statement of Duties:** The employee performs many and varied community health education and in home assessments to a diverse population. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general direction of the Chief of Community Health the employee carries out the work related to the Prevention and Wellness Trust fund grant.

**Supervisory Responsibility:** Employee is not required to regularly supervise any town employees.

**Confidentiality:** Employee has access to confidential information such as client records, and HIPAA records obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, delay of essential services, potential injury, public health risk, legal repercussions, and adverse public relations.

**Judgment:** Work requires the employee to examine, analyze, and assess facts and circumstances surrounding individual problems, crisis situations or transactions. Determines actions to be taken within the limits of standard policies or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions.

**Complexity:** Work consists of the practical application of a variety of concepts, practices, and Specialized techniques relating to a professional or technical field. Work typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding and investigative techniques; or determining the methods to accomplish the work.

**Work Environment:** The work environment involves everyday discomforts typical of indoor environments such as office settings, and other people's homes.

**Nature and Purpose of Relationships:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

**Occupational Risk:** Duties regularly present potential risk of personal injuries from exposure to bio hazards that could result in loss of time from work. Personal injury could occur, however, through equipment failure or the employee's failure to properly follow safety precautions or procedures such as wearing gloves or protective garments when conducting health clinics or screening for communicable diseases.

**Essential Functions:**

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

1. Makes home visits to assess health and education needs according the grant protocol
2. Conduct in-home environmental assessments, working with families to identify and reduce/remove known or potential asthma triggers from the home. Is able to explain remediation measures, such as safe cleaning methods, and integrated pest management.
3. Conduct in-home environmental assessments to identify potential fall hazards in the home and solutions
4. Answer referrals sent to the health department and follow up with clients to assess readiness
5. Clearly documents all patient / family responses for all face to face and telephone interactions with clients and their families.
6. Documents all activities and observations in the client's record. Including face to face and telephone interactions
7. Provides equipment and supplies to each client and/or the clients family to improve the living conditions of the home.
8. Provide feedback to clinical referral sites about client progress.
9. Participate in meeting with PWTF tobacco cessation communities, including program management, promoting smoke free initiatives and policy development.

10. Attend all PWTF trainings and workgroup meetings as required

11. Refer cases to the tobacco cessation specialist, community based organizations and/clinical sites for enrollment in specific interventions (e.g. Matter of Balance, Tai Chi, Tobacco Cessation Counseling).

### **Recommended Minimum Qualifications:**

**Education and Experience:** Minimum of 3 years' experience in the community health field. Must possess knowledge of Framingham and it's diverse residents, and a being a Framingham resident is preferred. Fluency in Portuguese and / or Spanish is required.

Preferred: Associates Degree

**Special Requirements:** Community Health Worker Certificate (or willingness to receive)

### **Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of public health, local, State and Federal laws, policies, practices and procedures related to public health. Knowledge of Framingham area resources. Knowledge of Brazilian and Latino language and culture.

**Abilities:** Ability to interact effectively and appropriately with the public and co-workers; ability to motivate individuals to change health behavior.

**Skills:** Proficient personal computer skills, recordkeeping and clerical skills; proficient written and oral communication skills; effective customer service skills; effective organizational skills.

### **Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Demands:** Some physical demands are required to perform the essential functions of this position. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee may be required to occasionally lift, push, or pull objects such as books, office/department equipment and paper.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in conducting laboratory tests, performing microscopic experiments or administering injections.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and analytical purposes and be able to distinguish colors.

**This position is grant funded through June 2017**

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**