

Part-Time Community Health Worker

Job Description

Background

The Blackstone Valley Partnership for Public Health (BVPPH) was established as a collaborative effort among local public health organizations during the pandemic. This shared experience has fostered cross-jurisdictional relationships, laying the groundwork for further regional collaboration. This position is funded by an ongoing Public Health Excellence Grant from the Department of Public Health, subject to continued funding in the Commonwealth of Massachusetts' budget.

Statement of Duties

The part-time Community Health Worker is responsible for providing in-person and hands-on engagement in the community, primarily focused on mental health support for vulnerable populations. The employee will coordinate events with senior centers, provide resources for healthy aging, and liaise for research and community events. The role does not involve direct counseling but connecting individuals to appropriate resources and coordinating educational seminars and presentations. The employee will work 19 hours per week and is expected to perform all similar or related duties.

Supervision Required

Under the general supervision of BVPPH and direct supervision of the Northbridge Board of Health Administrator, the employee carries out recurring assignments independently with specific instructions. They are also responsible for seeking advice and further instructions for new, difficult, or unusual assignments.

Supervisory Responsibility

The part-time Community Health Worker is not required to supervise town employees regularly but must coordinate with various stakeholders to perform essential functions, especially the full-time Community Health Worker.

Confidentiality

The employee will have access to confidential information, including department and client records related to communicable diseases and lawsuits, in accordance with the State's Public Records Law.

Judgment

The role requires exercising judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Complexity

The position involves in-person community engagement, coordination of events, and building relationships with various town departments and external stakeholders to connect individuals

with the appropriate resources and support.

Work Environment

Most work occurs in the community, with regular office hours in towns four days a week. When not in a community, the employee works remotely. The employee will also attend off-site meetings, including occasional ones beyond normal business hours, and may operate standard office equipment.

Nature and Purpose of Relationships

The employee will communicate with co-workers, supervisors, other town employees, the public, and external groups and individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media.

Accountability

The nature of work increases the probability that errors could be serious. Consequences of errors, missed deadlines, or poor judgment may include delay of program progress, loss of grant fund, loss of the position, and legal repercussions.

Occupational Risk

Duties generally do not present occupational risk to the employee.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. BVPPH understands that the job functions may shift based on the qualifications and experience of the employee. 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.

- Builds relationships with local social service organizations and community groups and connects individuals in the Region with the appropriate support and resources.
- Supports day-to-day activities of BVPPH community health programs and initiatives including but not limited to:
 - Mental Health Public Education and connection to resources
 - Substance use prevention and recovery initiatives
 - Age and Dementia Friendly Community Programs in collaboration with Senior Centers
 - Mass in Motion (or similar)
 - COVID-19 or related Risk Messaging
 - Complete Streets and Safe Routes to School
 - Public health equity initiatives
 - Public accessibility and ADA compliance efforts
- Acting as a liaison for research and community events.
- Coordinating educational seminars and presentations.
- Providing public health education and programs in the community as needed.

- Maintaining knowledge and expertise in relevant areas of public health and changes in pertinent public health laws and regulations.
- Applying for and managing available grants to further BVPPH goals.
- Assisting in the organization and development of BVPPH strategic planning processes, accreditation efforts, organizational improvement strategies, assessments, evaluations, and emergency preparedness programs.

Recommended Minimum Qualifications:

Education and Experience:

Position requires a Bachelor's degree in public health, social work, urban studies, or a related field; and one to three (1-3) years' experience in public health, social work, or a related field; or any equivalent combination of education and experience. Strong preference for a connection to the BVPPH region.

Special Requirements:

Valid Class D motor vehicle driver's license. Required to obtain Community Health Worker Certification (<https://www.mass.gov/how-to/apply-for-community-health-worker-certification>) within 2 years of hire.

Local Public Health Institute Training within 6 months of hire.

Knowledge, Abilities and Skill

Knowledge:

Knowledge of the population to be served will be necessary to provide appropriate public education, messaging and programming. Knowledge of Community Health work in Massachusetts as well as the Massachusetts Department of Public Health and associated Community Health Programs is also needed.

Ability:

Ability to meet and work with municipal colleagues and the public effectively and appropriately; ability to effectively handle problems in the field and during emergencies; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to establish and maintain effective working relationships with municipal employees, Town officials, state regulatory agencies and disgruntled members of the public. Ability to manage multiple tasks in a detailed and organized manner. Ability to enforce laws and regulations in an impartial manner and consistent manner.

Skill:

Excellent organizational skills; proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications; proficient oral and written communication skills. Proficient use of Spanish and/or Portuguese is a plus.

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 Skills

Minimal physical demand is required to perform most of the work. The work principally involves working at a desk, occasionally needing to move throughout the office. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Supplemental Information

This is a part-time, 19 hours per week position without benefits. Starting salary will range from \$25,000 to \$30,000 depending on qualifications and experience. This position is exempt under the guidelines of the federal Fair Labor Standards Act

The Central Massachusetts Regional Planning Commission is assisting with the hiring process by vetting candidates and presenting options to the hiring committee. A resume and letter of interest should be emailed to: Connor Robichaud crobichaud@cmrpc.org. This position is open until filled. Candidates must have legal authorization to work in the USA.

Each Town is an Equal Opportunity/ Affirmative Action Employer. Your opportunity for employment will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.