



JOB DESCRIPTION

AGENCY
Meigs County Health Department

DIVISION
Nursing

New Position Change

COUNTY OF EMPLOYMENT
Meigs

USUAL WORKING TITLE OF POSITION
Part-Time (21 hours/week) Certified Community Health Worker

TITLE OF IMMEDIATE SUPERVISOR
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NORMAL WORKING HOURS (Explain unusual or rotating shift)
Monday-Friday. Total of 21 hours per week. Hours or days may vary depending on program/participant schedules. (Classified/non-exempt). Evening and weekend hours as needed. Grant Funded Position-Continued employment contingent on funding. Must complete time study.

NORMAL WORKING CONDITIONS
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.

May have occasional exposure to blood, bodily fluids, and tissue; may have exposure to unruly children and adults; may have occasional operation of a vehicle in inclement weather; May require minimal lifting.

ESSENTIAL FUNCTIONS

MINIMUM ACCEPTABLE CHARACTERISTICS

100% Participate in a schedule of project meetings to form, engage, and strengthen the Maternal Health Outreach Program Consortium; Review and assist with MHOP Grant team in selecting models and interventions for prenatal outreach, including work flows, patient education, referral pathways, etc.; Actively participate in evaluative activities (surveys and data collection) necessary to document progress toward deliverables; Share relevant best practices and evidence-based approaches with the consortium.

Knowledge: Community resources and contacts; Organizational structure; Agency programs; Use of office equipment; Proficient knowledge of Internet to conduct research; Analytical skills; 10 essential public health services; Information management; Familiarity with the community; Have a close understanding of the ethnicity, language, socio-economic status, and life experiences of the community served (Appalachian culture); communicate in a caring and supportive manner

Conduct a minimum of six (6) home (or mutually agreed upon location) visits per month, after pilot period complete, to pregnant and post-partum women to improve patient health outcomes, reduce complications, and to improve communication between patients and providers; Update patient care plans; Collect and track data; Prepare, approve and submit reports; Provide performance and progress reporting to Holzer; Responsible for coordination of all grant deliverables.

Skills: Computer skills; Verbal and oral communication skills; Organizational skills; Cultural competency; Customer service; Stress tolerance; Time management; Public speaking; Quality Improvement; Decision making skills; Attention to detail; CPR and First Aid; Program management/Policy development; Team building skills; Ability to quickly learn; Ability to work with local, regional, and state agencies; Presentation preparation; Leadership; Group facilitation; Community engagement and partnership building; Analytical/assessment skills; Creative thinking

Assist patients in culturally appropriate self-management of pregnancy-related illnesses, medication adherence, and prevention plans in the context of their home and community; Provide social and emotional support; Link individuals with clinical, community, and other resources and serve as a liaison between patients and the clinical care team; Provide ongoing, flexible, and accessible support as patients' needs change; Recognize and report emergency situations; Assist in the dissemination of information about the project to HRSA and regional or statewide stakeholders to promote project sustainability; Assist Grant Managers and Administration with Program Planning, Policy Development, and Interagency Coordination of Medical Services.

REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED.

Certification as a Community Health Worker (CHW) in Ohio. One to three years of experience as CHW. Must complete minimum 15 hours Ohio Board of Nursing approved continuing education credit per certification period.

Bridge or culturally mediate between individuals, families, communities, and health and human services; Provide culturally appropriate health education, information, and outreach in community-based settings; Responsible for coordination and performance of maternal rural health outreach activities that include but are not limited to: hosting and/or conducting group education, disseminating health and services messaging to rural communities. implementing, where appropriate, Consortium-selected screening tools (e.g., PRAPARE), hosting and/or conducting screening activities, assisting maternal health populations in connecting to social services and overcoming barriers to care, assisting community members in connecting to indicated maternal health care services. Provide direct services, including but not limited to, counseling on access to health and human services, social support, care coordination, and health screenings;

Mandatory training includes but is not limited to Holzer Maternal Health Outreach Program orientation.

Signature and Date of Employee
I have reviewed my job description and understand the contents.

Signature and Date of Agency Representative

Revised April 2026

	<p>Other duties as assigned, but not limited to: Observe confidentiality of client and agency information; Adhere to HIPAA requirements; Support and work toward the mission and vision of the Health Department; Ability to drive on a regular basis to business appointments and meetings; Exhibit dependable attendance habits; Represent the Health Department favorably to the public; Maintain and improve knowledge and skills via attendance at trainings, meetings, seminars, and continuing education; assist with the promotional efforts for the Health Department's programs and activities both internal and external; Ensure compliance with standards, laws, regulations as promulgated by regulatory agencies, federal and state government; Function in the public health's emergency response and assume proper ICS role during public health emergencies; Participate in emergency preparedness trainings and exercises as required.</p> <p>Job Specific Competencies Based on the Core Competencies for Public Health Professionals</p> <ol style="list-style-type: none"> 1. Data Analytics and Assessment Skills: 1.1, 1.2 2. Policy Development and Program Planning Skills: 3. Communication Skills: 3.2 4. Health Equity Skills: 5. Community Partnership Skills: 5.2 6. Public Health Sciences Skills: 6.3 7. Management and Financial Skills: 7.10 8. Leadership and Systems Thinking Skills: 8.5, 8.8 <p><i>Employee is presented with a copy of the Core Competencies from the Council on Linkages Between Academia and Public Health Practices (October 2021)</i></p> <p>Organizational Competencies—All MCHD employees are expected to meet specified competencies in the following areas:</p> <ol style="list-style-type: none"> 1. Excellence 2. Customer Service 3. Trustworthiness 4. Leadership 5. Accountability 6. Teamwork 7. Communication 8. Confidentiality 9. Learning 	<p>MINIMUM QUALIFICATIONS</p> <p>Valid state issued Driver's License; ongoing proof of automobile insurance coverage. Non-tobacco user. Successfully pass a B.C.I. background check. Good health, high moral character, and good attendance record.</p> <p>EVALUATION</p> <p>Successful completion of a 6-month probationary period with mid probation and final probation evaluations completed by immediate supervisors and reviewed by MCHD Administrator.</p> <p>Annual Performance evaluation will be conducted as outlined in the Health Department's Employee Policy and Procedure Manual and based on annual performance goals as agreed upon by employee and immediate supervisors.</p>
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An Equal Opportunity Employer