

The Northeast District Department of Health

Job Description

**Community Health Assistant**

**POSITION SUMMARY:** The Community Health Assistant is responsible for supporting the Community Health Department with planning and implementing health education and outreach activities for the Northeast District Department of Health (NDDH).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform basic public health outreach and education activities which include, but are not limited to:

- Participate in community needs assessment;
- Support educational programs and materials that meet the needs of diverse audiences;
- Assist in the design, implementation and coordination of agency health education campaigns;
- Collaboration with NDDH staff and community agency representatives in the development and implementation of programming;
- Participate in community coalitions as needed;
- Recruit lay and medical volunteers to assist with public health initiatives, and particularly the implementation of mass vaccination clinics or mass dispensing of drugs;
- Maintain the database of all volunteers with contact information and all pertinent data as required by the Northeast District Department of Health;
- Assist with and/or coordinate training for volunteers and paid staff;
- Maintain the local HAN (Health Alert Network) to be used by the health department;
- Actively participate in fulfilling grant program objectives as needed;
- Responsible for completing reports of activities for funding agencies as assigned;
- Promote NDDH programs and services.

**GENERAL RESPONSIBILITIES:**

- Communicate in a professional manner;
- Work with all staff in providing service to the public;
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree or extensive experience in public health;
- Excellent verbal and written skills;
- Good data management skills; Computer proficiency required; Microsoft Office (Word, Excel, Outlook & PowerPoint), Internet, networking, and social media skills preferred;
- Valid CT motor vehicle license;
- Excellent interpersonal skills;
- Demonstrated ability to work cooperatively with staff, local officials and the public;
- Must be able to work independently, as well as an effective part of management team;
- Teambuilding skills.

**PHYSICAL DEMANDS AND REQUIREMENTS OF THE POSITION INCLUDE:**

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, writing and repetitive motions;
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects;
- Hearing ability sufficient to communicate effectively in person and over the phone;
- Visual ability sufficient to read typewritten documents, computer screen and to drive a car.

**WORKING CONDITIONS:**

- General office setting in NDDH facility;
- In the event of a public health emergency, employee may be assigned to work in a community setting including buildings, or the outside environment;
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, heat, noise, wetness, humidity, vibration, sudden temperature changes, and poor illumination. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects, and other disease vectors, hazardous materials, chemicals and animals;
- In all settings, employee may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS MAY INCLUDE BUT IS NOT LIMITED TO:** Computer, FAX, copier/scanner, typewriter, staplers, hole punch, scissors, stamp machines, clipboards, hand trucks, hand tools, including but not limited to hammers, screwdrivers, saws, wrenches, pliers, ratchet tie-downs, zip ties, power drills, and extension cords; vaccination supplies including vaccine, syringes, bandaids, bio-hazard containers, and gloves.

**SUPERVISED BY:** Education and Communications Coordinator

**DIRECTS WORK OF:** None

*The Northeast District Department of Health is an Affirmative Action/ Equal Opportunity Employer. Motor Vehicle Record release is required.*