

The Northeast District Department of Health

Job Description
Community Health Assistant

PART-TIME, NON-UNION, NON-EXEMPT

RESPONSIBILITIES: 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).

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 dispensation of drugs;
- Maintain the database of all volunteers with contact information and all pertinent data as required by the Northeast District Department of Health and the CTPVS systems;
- 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;
- Promoting NDDH programs and services.

GENERAL RESPONSIBILITIES: Other duties as assigned.

SUPERVISED BY: The Education and Communications Coordinator

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, Outlook & PowerPoint), Internet, and Networking 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.

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

Additional Information

- **Health Education**
 - Shadow and assist the Health Education and Communications Coordinator (HECC)
 - Collect data and assist in implementing strategies that advance policy work in the areas of increasing physical activity and improving access to better nutrition. This includes, but is not limited to, working with community gardens, trail systems, and walking programs;
 - Assist with fall prevention screening clinics and program activities;
 - Attend health education presentations; assist in the creation and staffing of displays and exhibits, including the Holiday Dazzle Light Parade float;
 - Assist in implementation of CPR/AED trainings;
 - Attend HealthQuest Northeast CT Coalition meeting and/or other coalition meetings; take meeting minutes as requested;
 - Update NDDH Media List;
 - Assist in re-organization of Health Education storage area;
 - Assist in maintenance of NDDH website and social media platforms.

- **Public Health Nursing**
 - Shadow and assist the NDDH Public Health Nurse in areas of food borne illness investigation; rabies investigation; lead poisoning case management; vaccine monitoring and immunization clinics.

- **Emergency Preparedness**
 - Shadow and assist the NDDH Emergency Preparedness Coordinator with emergency preparedness grant deliverables to include planning and participation in drills and exercises;
 - Assist with Medical Reserve Corps (MRC) volunteer maintenance; correspondence and Facebook page;
 - Update Emergency Contact Lists.