



Los Angeles Metropolitan Churches

**JOB DESCRIPTION:  
COMMUNITY HEALTH WORKER  
(TEMPORARY POSITION)**

Rate of Pay: \$22.00 per hour

Classification: Full-time Temporary

Temp Period: December 1, 2020 to December 31, 2020

Location: Administrative Office and remotely

Supervisor: Cedric Farmer-Lead Supervisor CHW

Date published: 12-2-2020

**SUMMARY OF DUTIES**

Under the direction of the Lead Project Supervisor, the Community Health Worker will oversee and develop all aspects of the COVID-19 community health education and engagement aspects of the program. The Community Health Worker (CHW) will work together with the Lead Agency Community Build Inc. and LAM Project Supervisor to share basic information about COVID-19 — including how it's spread, what to do if you are diagnosed and how to keep your friends, family and community safe. CHWs will be deployed to the hardest hit areas of the county. The information may be different from week to week and it is coordinated with the County and the nonprofits partners. CHWs need to be ready to work and engage receive information starting at 8am PST.

**RESPONSIBILITIES**

1. Distribute basic information about COVID-19 including how it's spread, what to do if you are diagnosed and how to keep your friends' family and community safe
2. Demonstrate understanding of and demonstrate you understand where to locate digital COVID 19 materials and education weekly
3. Participate in information presentations and outreach to African American populations on zoom weekly
4. Conduct care calls to lists of community residents as needed
5. Participate in COVID19 updates online with Lead agency, County and LAM as needed
6. Participate in the implementation of the outreach & media campaign including development of PSA's, monitoring of the televised, broadcasted or digitally printed PSA's in the various communities, and facilitating questionnaires for the various communities as needed
7. Promote COVID19 messages on social media and share podcasts weekly
8. Weekly outreach to raise community awareness about COVID-19 and what to keep family safe in LA County
9. Reach out to clients on a daily basis using a variety of mediums (phone, zoom, Microsoft teams, google meet, Skype, socially distanced in-person) to check up on their progress, answer questions, make recommendations about COVID-19 services
10. Travel to regions all over County as per guidance of Lead Agency and LAM weekly
11. Keep well-maintained notes and forms, flyers
12. Maintain accurate written records and log activities
13. Maintain Time and Attendance on ADP weekly accurately and timely
14. Other duties as assigned.



**MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

- 1) A background of education and experience substantially equivalent to a high school education or two years’ service coordination/social service experience.
- 2) Community outreach and engagement experience with nonprofit or faith-based programs is preferred.
- 3) Minimum of 2 years’ experience in working within LA County marginalized communities preferred.
- 4) Computer and digital literacy are preferred.
- 5) Ability to organize and implement program services.
- 6) Knowledge and understanding of the needs and problems of the African American community highly desirable.
- 7) Possess a valid California driver’s license and appropriate automobile insurance highly desirable.
- 8) Ability to perform duties on some weekday evenings and weekend days when required.
- 9) Microsoft Office skills required (i.e. Word, Excel, Power Point, Publisher).
- 10) Ability to respect and maintain confidentiality.
- 11) Follow LAM Virtual Records and Data Retention Protocols.
- 12) Ability to understand and carry out oral and written direction.
- 13) Ability to organize and manage multiple priorities.
- 14) Ability to handle ongoing deadlines and timelines.
- 15) Ability to handle unplanned interruptions in schedule. Able to adjust to weekly adjustments in activities and geographical areas to be served.
- 16) Ability to solve problems with critical thinking skills.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisor responsibilities.

**ENVIRONMENTAL CONDITIONS (WORKING CONDITIONS)**

- This position is exposed to busy environment with multiple concurrent deadlines, timelines, and deliverables. Sometimes exposed to aggressive individuals, virtual and physical office environment is usually busy and high energy. Busy telephones and client intakes.
- High-energy position geared for someone with lots of energy and self-initiative.

**PHYSICAL REQUIREMENTS**

- Good physical health with no limitations. Typically spends time sitting, standing, walking, driving, carrying (max. 20lbs), listening, speaking, and teaching. Required to move files and charts around office and to outside meetings (i.e. banners, clip boards, campaign materials). Required to file and bend over file cabinets and under work counter, get items under supply cabinet. Required to take messages and answer busy phones.

**MENTAL REQUIREMENTS**

- Must be able to handle any/all the following: constant distractions, interruptions, busy multiple phone lines, uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

\_\_\_\_\_  
Employee Name (print name)

\_\_\_\_\_  
Employee Signature (Sign Name)

\_\_\_\_\_  
Date