



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

Job Title Community Health Worker 1	
Pay Range \$19-21 per hour	Updated 04/01/2024
Supervisor Health Equity Manager	Location Fort Morgan
Schedule M-F 8:00-5:00 *Evening & Weekends required	Employee Type Full Time
Education <ul style="list-style-type: none"> • High school graduate or equivalent required; Associate degree preferred • Successful completion of a Community Health Worker formal training program such as from a college or other education institution is preferred. 	License/Certificates <ul style="list-style-type: none"> • Driver’s License (Required) • CHW Certificate (Preferred)

General Statement of Duties

Northeast Colorado Health Department is seeking a Community Health Worker fluent in English and Somali for our Fort Morgan Colorado office.

Community health workers (CHWs) are responsible for helping community members and their families navigate and access community services, resources, and adopt healthy behaviors. They have the opportunity to develop trust while acting as a liaison. They deliver services that are appropriate based on language and culture. The CHW supports the Trusted Connections Partnership and other agencies through an integrated approach to community outreach and support. CHW promote, maintain, and improve health outcomes by providing social support and advocates for individual and community well-being while giving back to their communities. They forge connections where people live, learn, work, worship and heal, in our communities.

Primary Duties and Responsibilities

- Responsible for establishing trusting relationships with community members and their families while providing general support resources as needed.
- Provide language support to community members, their families, schools, hospitals, community agencies, and other partnerships in areas affecting public health and wellbeing.
- Provide referrals for services to community agencies as appropriate.

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- Responsible for organizing and staffing tables at community events.
- Must work with partner organizations to prepare and plan for community events.
- Exhibit excellent working relations with all partnerships, community members and staff of NCHD.
- Effectively understand and communicate NCHD & Trusted Connections mission.
- Knowledgeable about community resources appropriate to the needs of families being served.
- Responsible for providing consistent communication to the Health Equity Manager to evaluate efforts, events, outreach, and referrals.
- Responsible for completing reporting requirements to clearly describe progress as determined by the Health Equity Manager.
- Function as an advocate and liaison between the family and community service agencies.
- Record outreach and referral information in the CHW tracking spreadsheet no later than 24 hours after each occurrence.
- Attend regular team meetings, training, and quarterly all-staff meetings.
- Attend regular community and partnership meetings as requested by Health Equity Manager
- Work closely with other programs of NCHD to incorporate equity practices and provide language and cultural services as needed.
- Work to identify and address barriers to health equity within the area served.
- Performs other duties as assigned.

Qualifications and Experience

The following are considered essential to perform in the role of Community Health Worker:

- Must have written and oral fluency in English and Somali.
- Great organizational skills to handle multiple priorities while remaining professional and calm.
- Effective telephone and computer skills.
- Ability to make suggestions on workflow or system efficiency and effectiveness.
- Ability to receive instructions and guidance from Health Equity Manager and then be able to work independently and achieve desired outcomes while maintaining flexibility.
- Ability to work at a high-volume level of accuracy
- Consistently conduct self in a professional manner that promotes the values of respect, honesty, and dignity for the community partners, community members, their families, and the NCHD team.
- Committed to the constant pursuit of excellence and teamwork while working to foster community and partner relationships of those served by NCHD.
- Be punctual for scheduled work and use time appropriately.
- Perform duties in a conscientious, cooperative manner.
- Must maintain confidentiality.

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- Maintain compliance with NCHD’s policies and procedures.
- Able to communicate well with a diverse range of people, including the community, staff, community organizations, and partner agencies.
- Able to gain respect for and build rapport with community partners and community members.
- Outgoing personality
- Empathy; responsive to the needs of others
- Persistence
- Creativity and resourcefulness
- Cultural competence
- Personal strength and courage
- Positive role model for others
- Knowledge of community resources
- An interest in Public Health

Experience required:

- Understand the community served, community connectedness.
- Experience working in a multicultural setting.
- Experience working in a community-based setting for at least 1 to 2 years is preferred.
- Proficiency in computer programs including, Google, Microsoft Word, Microsoft Excel, Zoom, and others).
- Effective communication skills, such as listening well, and using language appropriately.
- Ability and willingness to provide emotional support, encouragement, and motivation

Working Environment

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a “Drug-free workplace.” The Northeast Colorado Health Department intends to comply with

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all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

EQUITY IN THE WORKPLACE

Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

HIPAA STATEMENT

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents and events.

BENEFITS INCLUDE:

- Medical insurance options at the beginning of the month after hire.
- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.
- Voluntary benefit options available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.

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- PSLF Eligible employer.
- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.