



**COMMUNITY HEALTH CENTERS  
HEALTH ACCESS PROJECT**

**POSITION TITLE:** Community Health Worker  
**LOCATION:** 140 W 2100 S #208, SLC, UT 84115  
**HOURS:** 40 hours/ week  
**Compensation:** \$15/hr.

**POSITION SUMMARY:**

**Community Health Worker (CHW)** – Full Time position available with Health Access Project (HAP). Duties include interacting with community members living in Salt Lake County affected by COVID-19 and connecting them to needed resources. The Community Health Worker will act as a liaison between the County Health Department to contact patients for the purpose of contact tracing and education related to COVID-19.

**PRINCIPAL RESPONSIBILITIES:**

1. Provide education about COVID-19 and how to mitigate the spread using Salt Lake County provided materials.
2. Provide community health worker services, including screening, assessment, education, case plan development, and follow up services to community members affected by COVID-19.
3. Act as a liaison between Salt Lake County Health Department to contact patients for the purpose of contact tracing related to COVID-19.
4. Provide feedback about additional community needs and gaps in service through focus groups, surveys, and individual discussion.
5. Complete Social Determinants of Health Survey provided, for every resource referral made.
6. Collaborate with the multiple agencies serving community members, connecting them to needed resources.
7. Monitor and provide monthly statistics on numbers of community members served and community health worker outcomes, measures.

8. Disseminate masks provided by Salt Lake County Health Department in the communities served.
9. Follow CDC COVID-19 safety recommendations.
10. Actively participate in HAP team-building exercises, staff meetings, and inter-agency meetings.
11. Maintain updated knowledge of current community health worker practices and community resource availability.
12. Develop cultural awareness and utilize second-language materials in conjunction with the HAP Interpreting Coordinator.
13. Learn and utilize Share Point, E-Clinical Works (ECW), and other as needed computer information systems to maximize benefits to community members and optimize community health worker outcomes.
14. Adhere to safety, confidentiality, and data security policies and procedures.
15. Administer strong skills in professional networking, creating and maintaining community partnerships.
16. Perform other related duties as assigned.

**QUALIFICATIONS:**

**This position requires one of the following:**

1. High school diploma, or equivalent and at least one year of experience providing direct community health worker services to a comparable client base.
2. Demonstrate relationship-building and effective communication skills.
3. Comfort or experience working in a multi-cultural setting.
- 4.
5. Bilingual (English and other language preferred)
6. Computer literacy in Microsoft Office (Word, Excel, etc.) are required.
7. Must be well organized, able to multitask, and have excellent written and verbal skills. Experience working in a health care setting with diverse populations is preferred.

**EVALUATION:**

At the beginning of each performance year, the Project Director will establish with the Community Health Worker a timetable of appropriate goals/objectives to be used as a performance evaluation tool for the yearly review. The Project Director will communicate the results of the review to the CHC's Human Resource Director in a timely manner. The Human Resource Director will report these results to the appropriate administrative personnel.

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I have read and understand the responsibilities of, qualifications for, and evaluation process of this position:

Employee Name (print): \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date Signed)

Supervisor Name (print): \_\_\_\_\_

\_\_\_\_\_  
(Supervisor Signature)

\_\_\_\_\_  
(Date Signed)