



City of Cudahy Job Description

JOB TITLE: Community Health Worker

REPORTS TO: Health Officer

PURPOSE OF POSITION: The Community Health Worker (CHW) will directly engage with community members to prevent overdose, infectious disease transmission while also enhancing physical, mental, and social well-being. The CHW will act as a vital link between the Cudahy Health Department (CHD) and the community, helping residents navigate the social and health systems by implementing a person-centered approach to care.

Employee works a full-time schedule, including flexibility in order to perform required job functions. This position may be required to work weekend hours. This is a limited term employment position. Applicants are expected to work at a minimum until 12/31/25 with options to extend based on performance and funding.

ESSENTIAL FUNCTIONS:

The following are normal for the position but shall not be construed as exclusive or inclusive. Other related duties may be required and assigned.

Collaboration and Community Building

- Work closely with harm reduction organizations, healthcare providers, law enforcement, and community groups to ensure a coordinated approach to care and support.
- Serve as a member of a multidisciplinary team focused on the development and implementation of crisis stabilization services, short-term crisis response, resource referrals, and plans.
- Participate in community outreach events and educational workshops aimed at improving the health and social conditions of people who use drugs.
- Participate as a team member in grant activities related to chronic disease and improving preventative measures.
- Attend and participate in weekly, monthly, and quarterly meetings and trainings as required and assigned.

Health Promotion, Outreach, and Harm Reduction Education

- Build trusting relationships to effectively communicate and provide education on overdose prevention and mental wellbeing.
- Promote access to testing and treatment to reduce the spread of infectious diseases.
- Educate individuals on harm reduction techniques, such as the safe use of naloxone for overdose prevention.
- Support community health improvement by addressing the social determinants of health and building protective factors.

Navigation of Healthcare and Social Services

- Assist individuals in navigating the healthcare system, including scheduling appointments, obtaining medical care, and accessing treatment services if desired.
- Provide support in accessing social services such as housing, food assistance, and mental health resources.
- Identify, provide, and facilitate referrals to external community agencies for additional resources and services.
- Work with patients to gain insights regarding barriers to care or screening.



- Maintain client confidentiality.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification/Licensure/Experience Requirements

MINIMUM REQUIREMENTS

- High School Graduate or Certificate of General Educational Development (GED)
- Completion of an accredited Community Health Worker Core Competency training or willingness to complete the training, which would be provided upon hire.
- Minimum one year of experience working or volunteering in human services, healthcare, community outreach, health education, or related direct service.

Essential Knowledge and Skills

- Awareness of and sensitivity to the cultural, social, and economic factors that influence health behaviors and outcomes.
- Familiarity with local healthcare services, social services, and other community resources available.
- Basic knowledge of mental health, substance use disorders, and related treatment and recovery resources.
- Ability to manage multiple tasks, prioritize work, and maintain detailed records of interactions and services provided.
- Effective oral and verbal communication skills.
- Ability to understand and consistently follow directions based on health department policies and procedures.
- Ability to establish and maintain effective working relationships with the public, community groups and state and regional public health agencies.
- Ability to use standard office equipment, i.e., personal computers and related software.
- Ability to work flexible hours and/or days.

Language Skills

Ability to read, analyze, and interpret common scientific journals and legal documents. Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the public. Ability to effectively present information to top management, public groups, and/or elected officials.

Mathematical Skills

Ability to read and understand statistical materials. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to contagious diseases and to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually quiet.

EQUIPMENT USED:

Calculator, copy machine, computer, telephone, respirator with a HEPA filter, and an automobile.

MEDICAL:

Applicants may be required to submit to a medical examination prior to appointment consistent with requirements of the position, at the discretion of the Director of Human Resources.

SALARY AND BENEFITS:

Wages and benefits are determined by the current non-represented resolution in effect.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.