

Community Health Worker (CHW) Job Description

Health Connections Inc. | Glendale / Milwaukee, WI

About Health Connections Inc. (HCI)

Health Connections Inc. (HCI) is a Milwaukee-based, 501(c)(3) nonprofit community health organization rooted in trust, relationships, and lived experience. We partner with community members, churches, grassroots organizations, and local leaders to bring health education, screenings, and navigation directly into neighborhoods.

At HCI, Community Health Workers are trusted messengers and connectors. CHWs play a central role in meeting people where they are, reducing barriers to care, and supporting community-driven solutions to improve health equity across Milwaukee.

Position Summary

Health Connections Inc. Community Health Workers (CHW) serves as frontline public health professionals who bridges community members to health services, education, and resources. CHWs conduct outreach, provide culturally responsive health education, support screenings and events, assist with navigation and follow-up, and document program activities.

Compensation

\$20–\$24 per hour, commensurate with experience and funding source

Essential Duties & Responsibilities

Community Outreach & Engagement

- Conduct outreach in neighborhoods, community spaces, churches, events, and partner sites
- Build trusting relationships with community members
- Share accurate, culturally relevant health information
- Recruit participants for screenings, programs, and follow-up services
- Represent HCI professionally in all community settings

Client Support & Navigation

- Assist individuals with scheduling appointments and accessing care
- Support follow-up for screenings, referrals, and results
- Help identify and address barriers to care
- Connect clients to internal HCI services and external community resources

Program & Event Support

- Support health fairs, mobile clinics, vaccination events, and outreach activities
- Assist with registration, forms, screening flow, and education stations
- Work alongside RNs, MAs, and volunteers during events
- Distribute educational materials and resources

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Documentation & Reporting

- Accurately document outreach activities and follow-up
- Maintain required logs for grant-funded programs
- Protect confidentiality and comply with HIPAA requirements

Team & Organizational Responsibilities

- Participate in team meetings, trainings, and huddles
- Collaborate with CHWs, clinical staff, and program leadership
- Support special projects as assigned

Qualifications & Skills

- Strong communication and interpersonal skills
- Ability to build trust with diverse communities
- Cultural humility and respect for lived experience
- Organization and time-management skills
- Ability to work independently and as part of a team
- Basic computer skills
- Reliable transportation for community-based work

Education & Experience

- High school diploma or GED required
- More than high school experience preferred
- Community outreach or health education experience required
- CHW certification preferred or willingness to pursue
- Experience with underserved populations preferred

Physical & Work Environment

- Ability to stand and walk for extended periods
- Ability to lift up to 25–40 pounds occasionally
- Ability to work indoors and outdoors at community sites
- Community-based, fast-paced work environment

How to Apply

This is a rapid hire process. If you are interested in this opportunity, please submit your resume and a brief cover letter outlining your interest and experience.

Email: Health Connections Inc. Human Resources | Email: Admin@hcmke.org

Qualified candidates will be contacted for next steps. Be aware that this is a rapid hire process.