



Seaway Valley Community Health Centre

Working with you for a Healthier Community

JOB DESCRIPTION

POSITION TITLE: **Community Health Worker**

REPORTS TO: Community Health & Wellness Coordinator

TEAM: Community Health & Wellness

SALARY SCALE (BAND/LEVEL): **6** Level 1 2 3 4
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ROLE

The Community Health Worker (CHW) is part of an inter-disciplinary team and works to promote and assist in the implementation of programs to improve the health of the community. In addition, the CHW engages groups and individuals to empower people to develop strategies and solutions to address issues that affect their health such as poverty and social isolation. The CHW also assists with the volunteer program which is one key strategy in addressing these issues. The Health Worker is expected to be available at hours suitable to community members/volunteers for programs and services including early morning and evening meetings, as well as weekend hours.

REPORTING RELATIONSHIP

This position reports directly to the Community Health and Wellness Team Coordinator and performs duties using a team and inter-professional approach with other staff members and community partners.

POSITION REQUIREMENTS

1. Education
 - a. Baccalaureate degree in a health or social science discipline from a recognized university or a combination of some post-secondary education and significant experience in health promotion and/or community development.
2. Professional Experience
 - a. Three to five years progressive experience in a community-based human service organization.
 - b. Thorough knowledge of and proficiency in community development activities.
 - c. Experience working with vulnerable populations, racialized communities, and people living on low income.

3. Key Competencies
 - a. Thorough knowledge of, and proficiency in, community development activities, organization, and outreach programming,
 - b. Demonstrated ability to work effectively in a multi-disciplinary environment.
 - c. Excellent communication and interpersonal skills, with specific expertise in group facilitation.
 - d. Knowledge and understanding of poverty and health equity issues.
 - e. Thorough knowledge and understanding of community resources.
 - f. Demonstrated ability to be flexible, and possess excellent organizational and problem-solving skills.
 - g. Proficiency and experience working in a computerized environment.
 - h. Understanding of issues of disadvantaged groups and of rural health needs.
 - i. Linguistic Profile (SVCHC does not have a French Language Service Designation)
 - j. Excellent English skills (oral and written) required
 - k. French and other languages considered an asset.
4. Personal Suitability
 - a. The candidate is a good fit with the interdisciplinary team and SVCHC culture.
 - b. Sensitivity to the needs of marginalized and diverse clientele.
 - c. Commitment to health promotion concepts, strategies, and philosophy.
 - d. Commitment to community-based health care and social services, and strength-based philosophy and practices.
5. Other
 - a. Valid driver's license is required and applicable insurance.

POSITION RESPONSIBILITIES

Responsibilities

- Identify programs and resources needed to support resident activities by developing and maintaining informal and formal community networks.
- Act as an advocate for clients and community residents by providing assistance in accessing health, social service and related agencies and groups.
- Encourage community engagement by assisting clients and residents to articulate and advocate for health and related services as appropriate to the area.
- Participate in community development work to identify programs, services and resources needed to support client and resident needs.
- Assist in the co-ordination of service delivery of health education/promotion programmes by conducting evaluations of the effectiveness of current programmes, and maintaining files related to current and past programmes.
- Manage volunteer/student recruitment and coordination activities.
- Participate on SVCHC committees and external committees and networks as needed.
- Assist in planning and implementing of programs to further the work of the Centre.

Representative Activities

- Works in collaboration with the Health Educator/Promoter and other members of the SVCHC Team in planning, coordination and implementation of Community Health and Wellness Week events held each fall.
- Participates in the planning and development of Centre programs by conducting needs assessments and outreach. Research data regarding the assessment of needs in the community to help develop programs that are relevant and effective.
- Increases organizational capacity through the implementation of SVCHC's Volunteer/Student Program including the development of Policies and Procedures, recruitment, interviews, screening, orientation, placement, evaluation, volunteer appreciation and records management.
- Assists in the implementation and participate in the delivery, evaluation and maintenance of education/promotion health programs.
- Assists in the coordination and implementation of SVCHC programs and Community Initiatives including reports and evaluations.
- Increases SVCHC operational capacity by assisting with the development of proposals for funding from various sources.

Standard SVCHC Employee Administrative Responsibilities

- Contributes to the Centre's activities to collect, analyse and report on data and relevant information and participate in research; Provides monthly reporting on program statistics.
- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
- Submits records of time worked and time off in a timely manner
- Maintains and develops professional competencies, and where applicable, a professional licence to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable Centre policies and procedures.

ORGANIZATIONAL RESPONSIBILITIES

- Respects and values the diversity of the community and individuals
 - Supports the Centre's student placement programs
 - Contributes to the Centre's work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as inter-component committees and working groups, strategic planning and the Canadian Centre for Accreditation
 - Contributes to the Centre's practices of hiring, orienting and training of employees
 - Attends and participates actively in team meetings
 - Consults with and provides support to team members and other SVCHC employees regarding professional issues
 - Participates in the Centre's strategic planning process
 - Participates in the development of policies and procedures by providing feedback in the Centre's policy development process. Adheres to SVCHC policies and procedures
 - Works in a manner that incorporates health promotion and recognizes the determinants of health
 - Participates in team and individual professional development opportunities
 - Other duties as required.
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OCCUPATIONAL HEALTH AND SAFETY

This position must also work within the scope of all legislative and Centre policies related to occupational health and safety. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health and Safety Act (Section 28)
- Must read and follow the Centre's occupational health and safety policies
- Works safely in consideration of the following job hazards: noise, workplace violence

- Uses the proper personal protective equipment (PPE) as required
- Participates in Occupational Health and Safety training as required:
 - Accessibility for Ontarians with Disabilities Act (AODA)
 - WHMIS including Globally Harmonized System of Classification
 - Workplace Violence Prevention Training
 - PHIPA – privacy legislation Training
 - Diversity and Cultural Sensitivity Training
 - CPR and First Aid
 - Other (as required)