



Community Health Programs

The mission of Community Health Programs is to improve the health of people throughout Berkshire County by delivering exceptional compassionate health care.

Job Title:	COVID-19 Community Health Worker
Department:	Mobile Health Unit
FLSA Status:	Non-Exempt
Hours:	Temporary – Full Time
Operationally Reports To:	Director of WIC
Direct Reports:	N/A
Updated:	August 2021

Summary: The COVID-19 Community Health Worker (CHW) will provide administrative support on the Mobile Health Unit in areas such as patient registration, recordkeeping/notetaking, patient monitoring and traffic control. This person will support CHP's mission, vision, and values and will adhere to compliance protocols as well as CHP's policies and procedures.

COVID-19 Community Health Worker Essential Duties and Responsibilities:

Record Keeping/Data Entry:

- Assists vaccinator in checking patient's information.
- Documents site, vaccinator, demographics, and vaccine questionnaire, in database/system.(PrepMod and Athena)
- Provides vaccination card and directions.
- Verifies patient's information and appointment time.
- Screens for Covid 19 symptoms.
- Screens patients for appropriate tier, if needed.
- Other duties as needed.

Traffic Control:

- Provides direction to patients to have optimal clinic flow.

Patient Monitoring:

- Helps with observation of patients after vaccination.

Covid 19 Testing:

- Assists with registering and checking out patients in Athena.
- Scanning paper work into Athena.
- Aiding nurses when needed at camps and schools with traffic flow of registration processes.
- Other duties as needed.

Interpersonal Skills:

- Maintains confidentiality.
- Keeps emotions under control.
- Professional, welcoming personality.
- Contributes to building a positive team spirit.

Essential Skills and Qualifications:

- High school degree. Some college experience preferred.
- Bilingual English/Spanish skills desirable.
- Ability to stand and be outside in inclement weather for up to 8 hours in a day.
- Proficient data entry skills.
- Fast and efficient typing skills.