



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Community Health Worker Manager (Temporary Part-Time)

Pay: \$26.44 per hour.

To Apply: Please email a cover letter, resume, and three (3) professional references (name & contact only) to COB.Jobs@bridgeportct.gov.

Position is open until filled. Any/all changes shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is boarded by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

The Community Health Worker Manager is responsible for community outreach, community education and ensuring residents are connected to accessible resources during the COVID-19 pandemic. Community Health Workers (CHWs) and the work they provide can serve as essential components of ensuring health equity. It's important that a CHW is a trusted messenger of the community they serve, as individuals may be skeptical to reach out for assistance or uneducated on how to reach resources.

SUPERVISION RECEIVED: Ranges from Daily to minimal; supervision provided on an as needed basis

TYPICAL TASKS OR ASSIGNMENTS:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

1. Provides public education on effective methods of disease prevention
2. Provides public education and outreach specific to the COVID-19 pandemic
3. Accepts and assists referrals from contact tracers to community support services
4. Serve as a liaison between local health care organizations and the Department of Health and Social Services
5. Motivates Bridgeport residents to be proactive about their health
6. Assists Bridgeport residents in overcoming perceived barriers of medical or social services
7. Works as a component of a larger team of community health workers
8. Oversees team of community health workers to ensure each community health worker is serving 7 clients a month

9. Oversees team of community health workers to organize collaboration of the community health worker team with community stakeholders
10. Educates and works directly with vulnerable and at-risk populations of the community
11. Travels between various locations within the community to perform duties

ADDITIONAL DUTIES AND RESPONSIBILITIES

Other administrative and management tasks may be assigned as appropriate.

- Attend team meetings and report directly to supervisor
- Additional duties may be required that are particular to the department.

MINIMUM QUALIFICATIONS:

Bachelor's Degree or minimum of five (5) years' experience in human services or public health field.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be proficient in a variety of computer software applications: MUNIS, Microsoft Word, Excel and other Office applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Excellent verbal and written communication skills.
- Ability to exercise good judgment in the delivery of professional services
- Must possess the ability to handle sensitive and confidential situations.
- Bilingual strongly preferred
- Long term resident of Bridgeport strongly preferred
- Comfortable with working directly in the community and in non-traditional settings
- Flexible schedule

LICENSES AND CERTIFICATIONS

A valid Connecticut Driver's License may be required for transportation between various sites.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604