



## Urban League of Broward County Employment Opportunity

Title: **Community Health Worker**  
Classification: Full Time - Nonexempt  
Division/Team: Health/Living Well  
Supervisor: Program Coordinator or as assigned  
Revision Date: December 2021

### **Purpose of Position**

A **Community Health Worker** is responsible for visiting residential neighborhoods or public areas to gather information about the public's perception of COVID-19, identify and address drivers of vaccine hesitancy. Duties include passing out fliers, asking members of the public to fill out surveys or provide signatures and providing education and resources about the benefits of the COVID-19 vaccine.

### **Essential Duties and Job Responsibilities**

- Share information and material that addresses concerns and misinformation, such as vaccine side effects or risks, what will happen at vaccination provider sites, and address the benefits of immunization
- Provide details on vaccine appointments and administration, communicate vaccination sites, hours, locations, and transportation options
- Provide flyers and outreach at popular or common community sites, such as faith-based institutions, schools, educational institutions, social or community service locations, local health sites, and frequented community centers
- Work with Senior Program Manager and Marketing Director on social media and text campaigns to promote vaccination benefits and information
- Administer surveys to better understand clients' perception of the vaccine and to determine program impact
- Enter client's information in the program data base and spreadsheets in an accurate and timely fashion to allow for proper data collection and reporting
- Assist clients in identifying and obtaining basic services needed for independent living; identify and make referrals to a variety of public and community agencies providing food, shelter, clothing, medical, and other services.
- Responsible for keeping daily logs for services provided to clients and the community
- Responsible for meeting monthly goals
- Ability to work with a team dedicated to the execution of the program activities
- Serve as a communication facilitator between Hispanic Unity of Florida and other agencies/funders in the community
- Under Program Coordinator's supervision, participate in all program-related activities.
- Document and share relevant findings from events, conversations, or convenings.
- Identify common drivers of vaccine hesitancy and collect other key information.

**THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

- Implement community-based and culturally and linguistically appropriate messages that focus on COVID-19 spread, symptoms, prevention and treatment, and benefits of vaccination.
- Actively participates in ULBC special event committees and projects.
- Performs other duties as assigned.

### **Job Specifications and Requirements**

- Associates Degree or combination of education and experience considered.
- Must have at minimum 1 year experience in canvassing and customer service
- Must be energetic and reliable.
- Must be flexible and available to work weekdays, evenings and to include weekends in order to meet the program expectations
- Ability to communicate clearly in person and on the phone
- Ability to conduct outreach.
- Willing to drive to identified sites.
- Excellent written and oral communication skills.
- Must have documented proficiency in group facilitation.
- Must be computer literate using Microsoft Office to include Excel or similar applications.
- Positive and team-oriented attitude.
- Outstanding organizational skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must have excellent presentation skills.
- Positive and team-oriented attitude
- Bilingual (English and Spanish or French or Creole) candidates preferred.

### **Other**

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

**To Apply:**

**Submit Cover Letter and Resume to:**

[HIRING@ULBCFL.ORG](mailto:HIRING@ULBCFL.ORG)