

# VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITY

Notice of Accepting Applications for the Position of:

***Community Health Worker  
Part-Time (Not to exceed 19 hours per week)  
Limited term grant-funded position set to expire after 24-months***

Salary  
Information:

The hourly pay range for this position is \$26.37 - \$33.65. The starting hourly pay range is \$26.37 - \$29.07, depending on qualifications. This position is not eligible for any benefits offered to full-time employees or regular part-time employees working at least 20 hours per week.

Brief Description  
of Duties:

Under general supervision, engages in various community health activities and launches initiatives designed to support the successful implementation of and execution of the Illinois Project for Local Assessment of Needs (IPLAN) community health improvement plan objectives, activities, and strategies; Identifies community members experiencing challenges accessing healthcare, behavioral health resources, and paying for housing; Oversees the recruitment, onboarding, and coordination of Medical Reserve Corp (MRC) volunteer program including processing incoming applications and maintaining accurate membership records through an online software platform; Develops and maintains strong professional relationships with community and internal partners; Attends community meetings; Recruits for participation in the Skokie Health Equity Network; Oversees the functionality of the "Better Impact" volunteer membership database and maintain communication with current and prospective volunteers; Coordinates training opportunities and meetings for MRC volunteers; Develops and manages volunteer engagement opportunities; Assists in collecting data to monitor the progress of health interventions and programs; Organizes and facilitates community meetings, workshops, and focus groups in support of the IPLAN; Performs other work-related duties as assigned.

Required  
Education,  
Training and  
Experience:

High school diploma or equivalent, Associate Degree or some college preferred; Valid Driver's License; Prior experience with IPLAN and MRC programs preferred; Must have excellent verbal and written communication skills; Ability to speak Urdu, Spanish, Tagalog, Russian, Arabic, Farsi, or Gujarati preferred, but not required; Understands and respects the cultural diversity of the community and its residents; Working knowledge of basic Microsoft Office Suite applications and online databases; Ability to effectively manage and prioritize multiple projects and to effectively function in a team environment.

Application  
Process:

To be considered for this position, please submit a completed Village of Skokie Application for Employment by Friday, September 22, 2023, to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or email to [Human.Resources@skokie.org](mailto:Human.Resources@skokie.org). Applications are available on the Skokie Jobs page at [skokie.org](http://skokie.org).

**APPLICATION DEADLINE: Friday, September 22, 2023**

The Village of Skokie is an Equal Opportunity Employer

Created: August 2023

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**JOB IDENTIFICATION**

Position Title:	COMMUNITY HEALTH WORKER
Salary Range:	A 151
FLSA:	Non-Exempt
Department:	Health & Human Services
Division:	Community Health
Reports to:	Community Health Services Supervisor

**JOB PURPOSE**

Under general supervision, performs community health engagement initiatives and activities to support the successful implementation of the IPLAN Community Health Improvement Plan; identifies community members experiencing challenges accessing healthcare, behavioral health resources, and paying for housing; oversee the recruitment, onboarding, and coordination of Medical Reserve Corp (MRC) volunteers; processes incoming applications and maintains accurate membership records through an online software platform.

**ESSENTIAL JOB FUNCTIONS**

- Develops and maintains strong working relationships with community and internal partners through direct contact, including active participation in community meetings
- Recruits for participation in the Skokie Health Equity Network
- Recruits and onboards new members for the Skokie Medical Reserve Corp (MRC)
- Oversees the functionality of the "Better Impact" volunteer membership database and maintain communication with current and prospective volunteers
- Collaborates and coordinates MRC training opportunities and MRC meetings for volunteers; Develops and manages volunteer engagement opportunities
- Assists in collecting data to monitor the progress of health interventions and programs
- Supports the implementation of health promotion initiatives related to the IPLAN Community Health Improvement Plan's objectives, activities and strategies

## ***OTHER RESPONSIBILITIES***

- Organizes and facilitates community meetings, workshops, and focus groups aimed at gathering input and feedback from residents to help shape health needs and priorities in support of the Illinois Project for Local Assessment of Needs (IPLAN)
- Creates and evaluates various communication materials such as infographics, presentations, and flyers to ensure the community remains well-informed about the ongoing progress of goals and activities
- Participates in MRC Coordinator training opportunities, both sponsored by the Village of Skokie and MRC-IL, to enhance skills and knowledge necessary for the effective performance in this role
- Maintains the initiatives of Skokie Health and Human services and Village of Skokie through activities and progress of MRC Program and IPLAN
- Represents the Village professionally and courteously when interacting with internal and external stakeholders
- Performs other work-related duties, as assigned.

## ***KNOWLEDGE / SKILLS / ABILITIES***

- Must have excellent verbal and written communication skills
- Must be able to speak and understand the English language; Ability to speak Urdu, Spanish, Tagalog, Russian, Arabic, Farsi, or Gujarati preferred, but not required
- Understands and respects the cultural diversity of the community and its residents
- Working knowledge of basic Microsoft Office Suite applications and online databases
- Ability to effectively manage and prioritize multiple projects and to effectively function in a team environment
- Ability to follow all safety rules and regulations of the Village
- Working skill in communicating and working effectively with others
- Working skill in planning and implementing sanitation and environmental control programs

## ***EDUCATION / TRAINING / EXPERIENCE***

- High school diploma or equivalent required; Associate Degree or some college preferred

***OTHER NECESSARY REQUIREMENTS / LICENSES***

- Valid Driver's License

***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

The duties performed by this position are representative of "light work" with frequent exertion of 10 pounds of force but occasionally will lift and/or move up to 25 pounds. The work is regularly in an indoor environment but may occasionally be outdoors for community events.

While performing the duties of this position, the employee is frequently required to sit, talk, listen, hear the normal range of sounds; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to move to other locations within the building and transport themselves to remote facilities.