

TUSCARAWAS COUNTY JOB & FAMILY SERVICES

NOTICE OF VACANCY

DATE: **April 22, 2026**

CLASSIFICATION TITLE: **Community Health Worker**

CLASS #: 69451

POSITION CONTROL NUMBER: 22008.0

PAY RANGE: 25

UNIT: Blue Bank

UNDER DIRECT SUPERVISION OF: **Stacie Abner, Eligibility Referral Supervisor**

Anyone wishing to apply for this position must do so in writing to the Director

by 4:30 P.M. on Wednesday, April 27, 2026, or until filled.

Include in the application all documentation supporting your ability to meet the below listed minimum qualifications for this position.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree (GED) required; formal training and/or relevant coursework from a college or other educational institution preferred. Candidates must possess Community Health Worker certification through the Ohio Board of Nursing. The ideal candidate demonstrates strong interpersonal skills, respects diverse experiences and perspectives, and possesses a solid understanding of available medical options across communities to support informed, appropriate recommendations.


Veronica Spidell, Director

The Tuscarawas County Job & Family Services does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

ATTACHMENT

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES
POSITION DESCRIPTION**

Community Health Worker

REGULAR HOURS OF WORK: 8:00 a.m. to 4:30 p.m.

IMMEDIATE SUPERVISOR: Stacie Abner

DEPARTMENT: Blue Bank PCN: 22008.0 CLASS: 69451 Pay Range: 25

QUALIFICATIONS: High school diploma or general education degree (GED) required; formal training and/or relevant coursework from a college or other educational institution preferred. Candidates must possess Community Health Worker certification through the Ohio Board of Nursing. The ideal candidate demonstrates strong interpersonal skills, respects diverse experiences and perspectives, and possesses a solid understanding of available medical options across communities to support informed, appropriate recommendations.

FLSA: Full Time, Non-Exempt

STATUS: Grant Pilot

PROBATIONARY PERIOD: January 1, 2025-January 1, 2027 (Grant Period)

WORK LOCATION: on site --TCJFS

SUMMARY OF POSITION:

- Bridges the gap between communities and health and social service systems.
- Navigates the health and human service system.
- Advocates for individual and community needs.
- Provides direct services to clients.
- Conducts home visits.
- Finds/Provides resources for families.
- Helps families adopt healthy behaviors. CHW assists clients in overcoming barriers to health, social services, education, and employment.
- Builds individual and community capacity.
- Develops trust and effective working relationship with staff members, individuals, families, and external and internal professionals.

ESSENTIAL DUTIES:

85%	<ul style="list-style-type: none">• Assisting individuals and families in accessing healthcare.• Facilitates communication and client interactions with health care and social services programs.• Assist clients with completing applications and registration forms.• Meets with families in person, in office/or home-based setting to conduct assessments with clients and enroll or refer into other programs when necessary.• Provides community resources and referrals for services to community agencies as appropriate, and helps clients connect with transportation resources.• Uses the Bridges to Wellness Pathways protocols for care coordination activities at all times in managing assigned caseload of clients.• Establishes trusting relationships with clients and their families while providing general support and encouragement.• Interviews clients with problems, such as, personal and family adjustments, health, finances, employment, food, clothing, housing, utilities, and physical and mental impairments; completes appropriate checklist and enters information from home visits into database no later than 48 hours after client contact.• Follow-up with clients via phone calls, home visits, and visits to other settings where clients can be found.• Provide referrals for services to community agencies as appropriate and help clients connect with transportation resources and give appointment reminders.• Advocates for client and acts as a liaison between the client/family and community service agencies (i.e., schools, hospitals, support groups, etc.)• Counsels' clients individually, in family or other small groups regarding plans for meeting needs and aids client to mobilize inner capacities and environmental resources to improve social functioning.• Helps client and family through individual or group conferences to understand, accept, and follow medical recommendations.• Determines client's eligibility for services such as financial assistance, insurance, and other programs in place to assist individuals and refers clients to community resources and other agencies to meet identified needs.• Attend CHW meetings, training courses, other meetings as requested, and staffing tables at community events.
10%	<ul style="list-style-type: none">• Maintains case records in the prescribed manner, whether in hard copy or electronic formats. Organizes, processes, and maintains related forms in a systematic fashion in order to comply with programmatic standards and procedures.• Timely completes reports, forms, correspondence, and other written materials required for proper documentation.• Researches and retrieves information from relevant manuals which set forth the requirements for the programs administered by the agency. Solves case-related problems by appropriately using information and supportive resources such as supervisors, program specialists, and manuals.• Works as a member of a team within the agency to deliver timely services.
5%	<ul style="list-style-type: none">• Attends and participates in meetings related to supervision; unit and departmental functioning; and trainings to discuss and learn policies, regulations,

	<p>procedures, and programmatic processes relative to the deliverance of benefits and services.</p> <ul style="list-style-type: none">• Attends conferences and workshops as determined necessary by management for the delivery of services.• May be required to use own vehicle and provide proof of current driver's license and vehicle insurance (which is defined in Ohio Administrative Code [OAC].)• Employee is required to submit to initial/ongoing background checks in accordance with FTI rules. Other duties as assigned.
--	--

NOTE:

The Tuscarawas County Job and Family Services does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, sexual orientation, gender identity, protected veteran status or other characteristics protected by law.

SPECIFICATIONS:

As an employee of the Tuscarawas County Job and Family Services, I agree to comply with all agency policies at all times and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

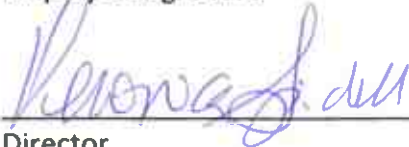
I will work to ensure and maintain effective relationships with other employees, program participants, parent/guardians, and state and local community service agencies.

I will adhere to all local, state, and federal laws and TCJFS policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access Tuscarawas County JFS policies, procedures, handbook, contract, and agree to abide by its contents. I acknowledge that I am required to remain substance free. Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by the agency policy.


Signature indicates receipt of position description, employees understanding of duties described here-in and agreement to comply.

Employee Signature



Director

Date



Date