**Job Title: Vaccination Community Health Worker (CHW)**

**Job Summary:** This CHW will work directly with the CHW Outreach Coordinator providing outreach and education on COVID-19 and the importance of vaccination. This CHW will assist patients with scheduling vaccination appointments with partners.

**Job Qualifications:**

* 1. A minimum of high school diploma or equivalent.
	2. Have knowledge and understanding of the problems, needs, attitudes and behavior patterns of the community served
	3. Able to interpret community needs and cultural patterns, strong human relation skills.
	4. Ability to effectively communicate (read, write and speak)
	5. Ability to understand and accurately complete required reports and documentation
	6. Exercise good judgment, tact and diplomacy when interacting with clients, health care professionals, community members and co-workers
	7. Have effective communication skills
1. Able to analyze problems, formulate solutions and put them into effect with good judgment
2. Flexible and willing to work evenings and weekends, based on patient availability
3. Level 2 fingerprinting and Background check
4. Have own transportation, a valid Florida Driver's License and insurance
5. Bi-lingual a plus

**Essential Duties:**

1. Assist in creating and disseminating COVID-19 Vaccination Information.
2. Conduct community outreach to target populations of Highlands, Hardee, and Polk Counties on COVID-19 Vaccinations.
3. Assist patients in scheduling first, second, or booster COVID-19 vaccination appointments.
4. Assist in setting up and scheduling for pop-up vaccination events.
5. Help run pop-up vaccination events.
6. Conduct and report on vaccine hesitancy among target population.
7. Help strategize ways to combat vaccine hesitancy among target population.
8. Collect and maintain records and documents for reporting purposes and record all activities based on the program protocol.
9. Complete and submit activity reports and participate in any other data/evaluation per various contract requirements.
10. Follow established policies and procedures, protocols and all related regulations including HIPPA.
11. Complete other related duties as assigned.