Wood County Health Department

POSITION POSTING

DATE POSTED: October 21, 2026

TITLE: **Community Health Worker (Part-Time)**

CLASSIFIED: Part-time; FLSA Non-Exempt; Classified

PAY RANGE: Starting at $21.99 per hour; Commensurate with experience

WORK HOURS: Days and hours of work may vary; Nights/weekends/holidays may be required

IMMEDIATE SUPERVISOR: Nursing Supervisor

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. Our Community Health Center is committed to providing quality medical, dental, and behavioral health care to improve the wellbeing of individuals and families. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department and the Wood County Community Health Center may be the perfect fit for you!

POSITION OVERVIEW

The Community Health Worker will be responsible for assisting people and their families to navigate and access health services and community resources. This position will promote healthy behaviors and link people who may have limited resources to needed community services.

ESSENTIAL DUTIES

- Establishes and maintains trusting relationships with the greater community served, health department clients and patients while providing general support and encouragement toward specific goals.
- Coordinates care among individuals, communities, health care and social service systems.
- Provides health insurance navigation assistance, including performing Medicaid presumptive eligibility, Medicaid application assistance, and Marketplace health insurance navigation assistance.
- Assists people to complete forms and applications to maximize access to community resources, which may include, sliding fee discount applications, provider change forms, and utility assistance.
- Facilitates opportunities and leverages established connections to bring health services.
- Provides culturally appropriate outreach, information, services, and referrals.
- Connects community members to Health Department Services.
- Maintains professional boundaries when interacting with clients and patients.
- May represent the Health Department on committees or during other collaborative efforts.

- Completes timely documentation as required.
- Maintains HIPAA compliance at all times.
- Drive and/or set up mobile health center vehicle to off-site locations; and be required to pass specific driver training related to agency vehicle operations successfully;
- Logs and maintains all data and information related to the evaluation of clients and care provided. This may include electronic health records and other program-specific systems;
- Documents project and community health statistics and assists with evaluating program effectiveness;
- Consults and collaborates with other members of the health care team to assure comprehensive services and enhanced outcomes;
- Miscellaneous duties as assigned.

REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Two years' experience working with community resources,
- Valid Ohio Driver's License. A valid license must be maintained throughout employment.

PREFERRED QUALIFICATIONS:

- Community Health Worker certification.
- Bilingual fluency in English and Spanish.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of motivational interviewing and goal setting.
- Ability to provide emotional support, encouragement and motivation to participants and patients while maintaining professional boundaries.
- An understanding of the communities served and resources available within.
- Ability to effectively communicate, problem solve, and work independently.
- Ability to safely operate an agency vehicle required throughout employment;
- Strong organizational skills, analytical thinking abilities and attention to detail, as well as the ability to work independently and to meet deadlines.
- Ability to provide proof of automobile insurance.
- Ability to successfully pass a background check.
- Ability to work alternate hours (early morning, late evening, and/or weekends).
- Ability to lift 55 pounds as needed.
- Ability to sit, stand, stoop and/or walk.
- Ability to grasp with manual dexterity.
- Ability to manipulate a keyboard and other technology.

Final candidates must successfully pass a background check and provide proof of a valid State of Ohio driver's license as well as current automobile insurance.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

Application materials accepted until:	The position is filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three **professional** references. | The Wood County Application for Employment can be found here: https://woodcountyhealth.org/career-opportunities/ **Application materials submitted without all required documents will be considered incomplete.**
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 Email to: WCHDHumRes@woodcountyohiohealth.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohiohealth.gov or call 419-352-8402 Ext. 3201.