York County Community Action Corp.
Covid-19 Vaccine Community Health Outreach Worker
Job Description

REPORTS TO:  Director of Economic Opportunity
STATUS:  Non-Exempt/ Temporary Full-Time
PAY GRADE: 6

**Temporary until December 2021 with the potential for permanent employment**

PURPOSE:  The Covid-19 Vaccine Community Health Outreach Worker coordinates vaccine awareness and outreach in an effort to promote the health and well-being in York County during the Covid-19 health epidemic.

RESPONSIBILITIES:
1. Supports, assists in the coordination of and monitors community vaccine clinics.
3. Develops, coordinates and monitors a vaccine community awareness campaign.
4. Provides intake services for vaccine referrals and assists clients in scheduling their vaccine appointment(s) in addition to other services for programs administered by the agency as appropriate.
5. Coordinates transportation for clients scheduled for their vaccine with the Transportation Department or other transportation providers.
6. Provides back-up support for the Covid-19 Social Supports program.
7. Collects data and complete program reports as requested.
8. Provides emergency assistance for basic needs such as utilities, shelter, and food when funds are available.
9. Serves as an advocate when appropriate.
10. Assists clients in developing the skills and expertise to advocate on their own behalf leading to long-term success.
11. Develops, coordinates, and monitors a network of services and resources tailored to needs and interests of clients.
12. Provides cross-coordination of resources across YCCAC and in the community.
13. Supports the mission of the organization in supporting both the coordination and integration of services and programs.
14. Attends trainings as required.
15. Perform other duties as assigned, or as necessary to fulfill the position.

Qualifications:
1. High School diploma or GED required.
2. Bachelor’s Degree and/or LSW preferred; experience may be substituted.
3. Knowledge of the human service and medical network and systems in York County.

March 2021
4. Demonstrated ability to assist other persons in identifying and addressing issues and needs.
5. Ability to communicate effectively to a wide range of individuals.
6. Ability to exercise sound judgment and efficient decisions.
7. Capacity to function effectively as part of a team and also able to work independently.
8. The ability to communicate effectively with clients, agency personnel and community partners.
9. Ability to link YCCAC and its resources with community organizations and to initiate partnerships when appropriate.
10. Experience and/or demonstrated ability to function well in a helping relationship with other persons, and to maintain appropriate boundaries.
11. Ability to work in the community while adhering to social distancing and PPE guidelines.
12. Ability to work remotely using text, email and phone.
13. Demonstrated ability to manage and coordinate a project, including excellent organizational skills.
14. Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

**Responsibility for Safety and Health:**
1. Follow established standard and safety precautions in the performance of all duties.
2. Follow strict social distancing and use of PPE in the community and office setting.
3. Report to the Operations Manager any hazardous condition or equipment immediately.
4. Attend required safety trainings.

**Physical Requirement:**

<table>
<thead>
<tr>
<th>Physical Essential Functions of the position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending O Sitting F N (Not applicable)</td>
</tr>
<tr>
<td>Carrying O Standing O O (Occasionally) on/off up to 3 hrs. per day</td>
</tr>
<tr>
<td>Driving O Talking F F (Frequently) on/off up to 6 hrs. per day</td>
</tr>
<tr>
<td>Handling O Walking O C (Constantly) all the time, over 6 hrs. per day</td>
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<tr>
<td>Hearing F Lift/Carry</td>
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<tr>
<td>Keyboarding O 20 lbs or less O</td>
</tr>
<tr>
<td>Kneeling O Push/Pull</td>
</tr>
<tr>
<td>Reaching O 12 lbs. or less O</td>
</tr>
</tbody>
</table>

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

March 2021
I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Covid-19 Vaccine Community Health Outreach Worker and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: ______________________________________

Employee Signature: ______________________________________   Date: ____________