

NOTICE OF EMPLOYMENT OPPORTUNITY

COMMUNITY HEALTH SPECIALIST GREENE COUNTY HEALTH DEPARTMENT

The Greene County Health Department, Bloomfield, Indiana, seeks to hire a full-time Community Health Specialist (CHS). The incumbent serves as a Community Health Worker and School Liaison assisting with public health advocacy, awareness and educational activities. The CHS supports schools, providers and case managers through integrated care management and community outreach activities that promote, maintain, and improve health by providing social support and informal counseling, health education and disease prevention activities, and advocating for individual and community health needs. Additionally, CHS helps residents, and their families navigate and access community services and resources including Medicaid/ACA education and enrollment. Incumbent reports directly to the Health Administrator. The position is funded by Health First Indiana (HFI) from the Indiana Department of Health (IDOH). *Continuation of the position is contingent upon renewal of HFI funding.*

Minimum Qualifications

- Current Certified Community Health Worker with experience in public health or related area preferred or demonstrate the ability to pass community health worker certification within six months of initiating the role and three (3) years of public health related experience.
- Current basic life support certification and periodic recertification, consistent with AHA guidelines.
- Possession of a valid driver's license and demonstrated safe driving record.
- Ability to meet all department hiring requirements, including passage of a drug test.
- Comprehensive knowledge of and ability to make practical applications of federal, state, and local public health regulations including HIPAA, department policies and procedures, and accepted principles and practices of public health nursing.
- Ability effectively to examine and screen individuals, assess needs, and provide appropriate information, treatment, assistance, and appropriate referrals.
- Ability to communicate effectively, both orally and in writing, with co-workers, local health care providers, school personnel, community organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Working knowledge of health and social services available to county residents and ability to coordinate services and facilitate referrals as appropriate.
- Ability to maintain accurate records, prepare detailed reports, and maintain the confidentiality of department records as required.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace.
- Ability to work extended including evening and/or weekend hours as well as occasional travel out of town for meetings/training, sometimes overnight.

Applications

Interested persons may forward a resume and a completed [Greene County employment application](#) to the Greene County Health Department at Courthouse Annex, 217 E Spring Street, Suite 1, Bloomfield, IN 47424 or send via email attachment to health@co.greene.in.us. Resumes and applications must be received by the Greene County Health Department no later than **4:00 p.m. on February 12, 2025**.

Salary

The 2025 County salary ordinance fixes the salary for this position at \$50,741.60.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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