Community Health Workers are lay members of the community who work as volunteers providing basic direct services and promoting the concept of wellness. They bridge the gap between the formal health care system and the community.
Mission

HECOPAB is committed to providing in an environment of social and gender equity, current health information that is accurate, relevant and necessary for the promotion of health and wellness as a means for the development of human potential and institutional capacity.

Goal

The main goal of health promotion is to support the empowerment of individuals, families and communities so that they can lead in the responsibility for their health and well-being.

Objectives

- To empower individuals to assume responsibility for their health and well-being through increased access to health information, design and distribution of visual aids, utilization of the mass media for the sharing of information, skills development through training and the promotion of the primary health care principles and concept.
- To advocate for the development of policies promoting and maintaining health practices, knowledge, and attitudes which impact positively on the health status and quality of life of the population.
- To promote active community participation in the development of health policies and programmes designed to benefit the general population, especially target groups.
- To foster the principle of partnership and multi-sectorial collaboration, recognize the value of partnership in the promotion and maintenance of optimum health and encourage the building of alliances with Government Ministries and Departments and Non-Governmental Organizations.

Purpose of Program

To contribute to the improvement of the health of individuals and communities and to the attainment of acceptable levels of equity in health through health promotion, health education and community mobilization.
JOB DESCRIPTION FOR COMMUNITY HEALTH WORKER

ROLE OF COMMUNITY HEALTH WORKERS

Community Health Workers (CHW) are lay members of the community who work as volunteers. They are responsible for outreach to residents in their community to increase awareness and the need for disease prevention affecting individuals, families, and the community. They work in association with the health care system and may share ethnicity, language, and socioeconomic status and life experiences with the community members they serve.

CHWs are involved in a wide range of health care activities such as first aid, some types of health screening, health education, health promotion, community organization services, and support to the health centers and mobile clinics.

As a member of their community, they share responsibility for the health status of their community along with their Village Health Committee and the Ministry of Health through the Health Education and Community Participation Bureau (HECOPAB).

SCOPE OF PRACTICE

CHWs work for their community. They receive timely and supportive supervision from the HECOPAB Health Educator in districts. CHWs are accountable to their community and the HECOPAB health educator. They receive guidance from the Rural Health Nurse or Public Health Nurse, when one is posted in the rural community.

COMMUNITY HEALTH WORKER RECRUITMENT PROCESS

Recruitment by the community ensures that appropriate persons are selected who can effectively relay health messages in a culturally sensitive way, who can hold the trust of the community, maintain respect and perform the required tasks. The community may invite nominees through an ad (See Attachment 1).

The Community Health Worker is selected through a community process. It is recommended that either community members with certain qualities and interests request to be nominated or that the community selects persons with certain qualities and leadership skills who can represent their needs. The nominees are then voted for in a community meeting and the person (or persons) with the highest number of votes becomes the community's candidate for CHW training. This is witness by HECOPAB health educator.

NOTE: In conservative Mennonite communities, the voting process may be circumvented by the decision of the Elder. This is a process generally agreed, in advance, by the community. This decision must be respected.

The following is a list of qualities determined in nominees:

Qualities

1) Excellent relationship with the community
2) Leadership qualities
3) Interest in working toward better health for the community
4) Good role model in the community
5) Good self-esteem
6) Able to be calm in difficult situations
7) Able to work with young children
8) Patient
9) Does not judge or discriminate against others on the basis of political affiliation, religion, nationality, race, age, sex, disability, literacy levels, etc.
10) Motivated; able to work alone
11) Caring
12) Honest
13) Responsible, dependable
14) Trainable, eager to learn and use new skills
15) Flexible
16) Creative/ Resourceful
17) Confidential
18) Have at least a primary school certificate
19) Have a clean police record
20) Be subject to a background check

**Process following selection by the community**

1) The selected person is introduced by the community chairperson/alcalde/leader to the HECOPAB district health educator who provides an orientation to the nominee. The nominee is then provided a date to commence the Ministry of Health Basic Community Health Worker Training.

2) Following satisfactory completion of the required Ministry of Health Basic Community Health Worker Training person is provided a certificate and a CHW Identification Card authorizing the CHW to practice in the specific community that nominated the person. The ID card remains the property of the Ministry of Health.

3) The CHW ID Card is renewable every 2 years upon meeting a specific Ministry of Health Criteria for extension of service as a CHW. This is based upon successfully passing an individual performance evaluation, which includes grading from the community, the rural or public health nurse, and the HECOPAB district health educator.

Failure to meet a satisfactory score results in a meeting between the CHW, the Regional Health Manager, the HECOPAB district health educator, the PHN, RHN and the community chairman/alcalde/leader.

The following are options to be considered based on the issue/s presented:

1) A plan of action may be developed to strengthen the performance of the CHW.
2) The process may also result in the termination of the CHW. In this case, the community process for CHW selection resumes.
3) The ID card is returned to the Ministry of Health
4) The community is sensitively informed that the responsibilities of this person as a CHW have ended.
5) The person may be selected at another time if the reasons resulting in termination are rectified and a “contract” is signed to that effect among the relevant parties such as the chairperson/alcalde/leader, regional health manager, administrator, district health educator, CHW, RHN, PHN, etc.
QUALIFICATIONS FOR COMMUNITY HEALTH WORKERS

In addition to the personal qualities requirement for nominees, the following determine the qualities, requirements and competencies of a CHW:

Requirements

1) Holds a Community Health Worker certificate from the Ministry of Health
2) Holds a valid (current) CHW ID Card issued by the Ministry of Health
3) Commits to adhering to the Community Health Worker Pledge
4) Has knowledge of the community; program policies; and basic knowledge of the health care system.
5) Performs assignments related to the policies, program goals and objectives
6) Participates in monthly workshops/meetings organized by the Min of Health
7) Provides monthly reports and other reports required by the Min of Health
8) Is in good health
9) Is able to move around in the community

Competencies

1) Communication:
   - Active listening
   - Verbal conversation that is appropriate and confident
   - Effective interviewing
   - Accurate recording and reporting
   - Appropriate basic counseling
2) Teaching:
   - Can plan and share basic, culturally appropriate health information with individuals, families, special groups and the community
3) Advocacy:
   - Understands the needs of the community
   - Can speak for and on behalf of persons, special groups and the community
4) Planning:
   - Can set and accomplish goals
   - Can select priorities
   - Can follow-up
5) Networking:
   - Can recognize and use community resources appropriately
   - Can build a community resource team
6) Community Mobilization
   - Can provide leadership in the community
   - Can empower the community
7) Knowledge:
   - Thorough knowledge about the community
   - Basic knowledge about the human body and specific health issues
   - Practical knowledge of the health and social service systems
- Practical knowledge on assessing, treating and referring sick community members

**PRIMARY RESPONSIBILITIES**

1) Motivate community to be active, engaged participants in their health management
2) In coordination with the health team, develop, implement and evaluate community health promotion plan
3) Advocate for individual and community health needs
4) Promote services and programs of the Ministry of Health
5) Carry out a community profile survey and collect required statistics annually
6) Perform first aid
7) Perform and/or organize community health education activities
8) Perform outreach activities in homes, neighborhoods, schools, agencies, churches, during clinics, etc. Presentations can be one-one or in groups
9) Look after pregnant women and children
10) Promote sanitation and hygiene
11) Check and monitor BP, blood glucose, pregnancy tests (after 2 missed periods), monitor growth of children
12) Give basic family planning guidance
13) Use the authorize forms and maintain such records
14) Work as a member of a health team/ Village Health Committee
15) Provide appropriate referrals to health facilities and other organizations/agencies
16) Encourage community members to use health facilities
17) Provide basic informal counseling and support
18) Develop and implement a Community Health Plan in collaboration with Village Health Community and the District Health Educator
19) Diagnose and treat a limited range of common diseases (e.g. diarrhea, head lice)
20) Prepare and submit reports on a monthly basis and as needed to the District Health Educator
21) Distribute health information materials e.g. posters, flyers, and brochures to appropriate areas
22) Conduct emergency management duties
23) Responsible for the cleaning of the community health post in preparation for visiting clinics (with supplies provided by the responsible formal health facility)
24) Other duties as reasonably assigned

**SECONDARY RESPONSIBILITIES**

These responsibilities are not obligatory. They depend on the availability of the CHW and practicality of the situation

1) Accompany the RHN or PHN team on mobile clinics
2) Provide support services to visiting foreign health teams working in the CHW’s community
3) Accompany seriously ill patients to the hospital
4) Support community members who are following a course of prescribed treatment e.g. for Dengue, TB, HIV
5) Other duties reasonably assigned
DUTIES
The responsibilities listed above are generic. Some CHWs may have detailed duties in line with specific programs, projects and special health issues affecting their community. These are determined and specified with the HECOPAB district health educator and the regional health manager.

FINANCIAL AND NON-FINANCIAL INCENTIVES
The role of the CHW is a voluntary one. The Ministry of Health provides a small stipend of $100.00 monthly, mainly to defray the cost of travel and the purchase of health education material.
NOTICE

COMMUNITY HEALTH WORKER VACANCY

Organization Description

The Community Health Worker program of the Ministry of Health was established in 1982 to fill the gap between the community and the health system. Community Health Workers are located in most villages within the country and are supervised by District Health Educators in the respective districts. The aim of Community Health Worker program is to support behavior change to behaviors that sustain health, prevent disease and promote wellness.

Description of Position

The Village of Silver Creek is seeking an energetic, practical, trusted person to fill the vacancy of Community Health Worker. This person is selected by the community through a community meeting (Men and Women) to be held on the on Friday 10th May, 2013 at 1:00PM at the Community Center, after inauguration of Computer lab.

The person selected by the community will receive training by the Ministry of Health in normal growth and development, specific health conditions, leadership and community mobilization, use of health monitoring tools and equipment, as well as opportunities for continued professional development. A small stipend of $100.00 is provided by the Ministry of Health to cover expenses related to community work.

Work includes:

Using community health methods with individuals, families and groups based on approved Ministry of Health and community targets

Referring persons to health facilities

Submitting monthly work plan and reports of work done

Serving at anytime depending on community needs

Experience and Qualifications

At least a Primary School certificate
Must be 18 years of age or older

Good community leadership, participation and communication skills

A desire to work toward improving the health of the community

Ability to work alone and as part of a health team

Willingness to learn and use new skills

Ability to speak the language/s of the community

Interested persons are asked to contact the Village Chairperson/Alcalde/ Leader to express interest.