

70-22-5



# City of Methuen, Massachusetts

## OFFICE OF THE CITY COUNCIL

The Searles Building • 41 Pleasant Street

Methuen, Massachusetts 01844

TELEPHONE (978) 983-8510 • FAX (978) 983-8975

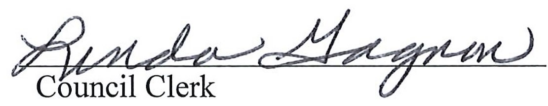
### EMERGENCY PREAMBLE:

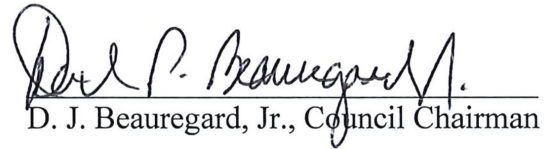
**WHEREAS:** It is in the public interest and to the furtherance of the public welfare of the citizens of the City Methuen that the attached resolution be passed forthwith

**BE IT ORDERED:** That Order #983 and is hereby declared an Emergency Measure, as provided in Article 2, Section 2-9(b) of the Methuen Home Rule Charter


First Read: January 19, 2022  
Adopted: January 19, 2022 (as an emergency)  
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing emergency preamble was adopted by an 8 to 1 vote on January 19, 2022.

  
Council Clerk

  
D. J. Beaugard, Jr., Council Chairman

Approved under MHRC Sec. 3-6  
Date: \_\_\_\_\_

Approved:  1/26/22  
Neil Perry, Mayor

RECEIVED  
CITY CLERK'S OFFICE  
METHUEN, MA  
2022 MAR 10 AM 11:32

# 983

An Ordinance Amending the Wage and Salary Classification Plan, Unaffiliated, to add the new position of Community Health Worker/Contact Tracer (EPA Requested)

WHEREAS: A critical need exists within the health, human services, and inspections department for a full-time community health worker/contact tracer to work directly with and connect members of the Methuen community with necessary services and resources pertaining to public health and human services; and,

WHEREAS: The City has created a position to support this responsibility; therefore,

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code, unaffiliated, respectively, is amended by inserting the new position of "Community Health Worker/Contact Tracer" and new salary schedule, to wit:

Department: Health, Human Services, and Inspections  
Position: Community Health Worker/Contact Tracer

	EFFECTIVE	MINIMUM	STEP I	STEP II	STEP III	MAXIMUM
Community Health Worker/Contact Tracer	Upon passage	\$ 773.52	\$ 807.92	\$ 832.54	\$ 857.25	\$ 886.83
	Annual	\$ 40,223	\$ 42,012	\$ 43,292	\$ 44,577	\$ 46,115

This Ordinance shall be effective upon passage

Be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer upon City Council approval.



# City of Methuen – Job Description – Community Health Worker / Contact Tracer

<b>Job Title:</b>	<b>Community Health Worker / Contact Tracer</b>	<b>FLSA Category (Exempt? Y/N):</b>	Y
<b>Department:</b>	Health, Human Services, and Inspections	<b>Affiliation:</b>	Unaffiliated
<b>Classification/ Salary Range:</b>	\$42,000-46,000 annually	<b>Reports To:</b>	Pandemic Recovery and Mitigation Coordinator
<b>HR Contact:</b>	Lisa Crowley	<b>Number of openings:</b>	2

## Job Description

### GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Incumbent will serve as a full-time Community Health Worker / Contact Tracer (CHW) within the Department of Health, Human Services, and Inspections (HHS-ISD). The CHW will work directly with members of the Methuen community to connect members of the community with services and resources, as needed for public health and human services.

### ESSENTIAL DUTIES AND RESONSIBILITIES:

- Assists with contact tracing and case investigations;
- Reports all data into MAVEN and assists the Epidemiologist and other HHS-ISD staff with questions regarding the incumbent’s particular case(s);
- Provides information and orientations to Methuen residents about available community services and resources;
- Assists residents in determining eligibility and obtaining relevant resources;
- Remains current on all referral sources, including but not limited to: housing, mental health, nutrition services, peer programs, MassHealth/Healthy Start, advocacy services, transportation, and substance abuse services;
- Actively participates with the C.A.R.E.S. substance use programming;
- Follows up with assigned cases with regular contact through telephone calls, office visits, agency visits, home visits, and hospital visits (as applicable);
- Works collaboratively and cooperatively with other departments, staff, and community organizations;
- Performs other public health and human services assignments as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

- Bilingual (Spanish and English) preferred;
- Must be eligible to obtain Certification as a Community Health Worker upon hire. Must obtain certification within 2 months of hire;
- Ability to communicate effectively verbally and in writing; and
- Proficiency in Microsoft Office 365 required

**PURPOSE AND IMPACT**

The purpose of this position is to improve the health of Methuen residents by connecting people with eligible services that are available to our residents.

**NATURE AND PURPOSE OF PERSONAL CONTACTS**

In the process of carrying out work responsibilities, incumbent is likely to come into contact with other city officials and community partners. Members of the general public may call upon the incumbent for advice and guidance.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Since most of the work calls for the incumbent to be in the field, incumbent often works under adverse environmental conditions, including weather. There are no lifting or excessive physical demands, but mobility and agility are certainly physical attributes of the job.

**SUPERVISION AND MANAGEMENT**

The incumbent does not supervise others.

**SUPERVISION RECEIVED:**

Incumbent reports directly to the Pandemic Recovery and Mitigation Coordinator or his / her designee.

**EDUCATIONAL REQUIREMENTS:**

Degree in Human Services, Health Services, or Public Health preferred.

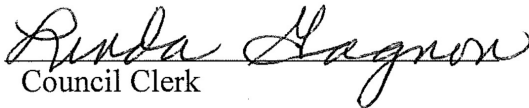
**ADDITIONAL NOTES:**

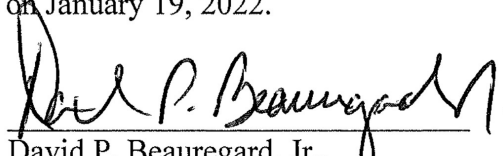
- Training in cultural competency within diverse communities preferred;
- Understanding of the core competencies of public health preferred;
- Valid Massachusetts Driver’s license and access to reliable transportation; and
- This is a grant-funded position that is currently funded through June 30, 2023. Potential for extension beyond June 30, 2023 is based upon funding and operational needs.

Reviewed by:		Date:	
Approved By:		Date:	
Last Updated By:	Felix I Zemel	Date:	01/10/2022

First Read: January 19, 2022  
Adopted: January 19, 2022 (as an emergency)  
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous vote on January 19, 2022.

  
Council Clerk

  
David P. Beauregard, Jr.,  
City Council Chairman

Approved under MHRC Sec. 3-6  
Date: \_\_\_\_\_

Approved:  1/24/2022  
Neil Perry, Mayor