

# THE COUNTY OF MONO



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## INVITES APPLICATIONS FOR

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### COMMUNITY HEALTH OUTREACH SPECIALIST (ONE POSITION AVAILABLE)

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Photo: © Greg Newbry

#### Open Until Filled:

#### SALARY:

*Grade 63: \$25.64–\$31.16 per hour*  
*Equal Employment Opportunity Employer*

## THE POSITION

Under direction of the Public Health Director or ELC Grant Manager, performs a variety of case management, health education, testing, immunization, and other client-related services; maintains program statistics, data, and case files as required by program funding sources; provides a variety of patient and public information about Health Department programs, policies and procedures; conducts COVID-19 case and contact investigations; and engages in targeted support for and outreach to the Latinx and Native

American communities. This position is 2-year grant funded position that requires skills and abilities to work with diverse populations.

## QUALIFICATIONS

### Knowledge Of:

- Case management, contact tracing, and case investigation techniques;
- Public health education techniques;
- Record keeping and data management techniques;
- Community engagement and coalition building techniques;
- Mono County and Health Department policies and procedures.

### Ability To:

- Perform a variety of case management duties;
- Present health information to varied audiences in an age-appropriate and culturally sensitive manner;
- Work with considerable initiative and independence;
- Exercise good judgment in recognizing scope of authority;
- Assist with the preparation of specialized reports;
- Operate a personal computer and use required software;
- Follow oral and written directions;
- Tactfully and courteously provide a variety of public assistance;
- Establish and maintain cooperative working relationships;
- Maintain confidentiality.

### **Minimum Experience:**

Any combination of training and experience which would provide the required knowledge and abilities listed above is qualifying. A typical way to obtain the required knowledge and abilities might be:

A minimum of two (2) years of experience that may include any combination of the following: working with people while exhibiting strong oral and written communication skills; experience presenting information to others or educating others; counseling, case management, patient support, or community organizing work; or work for a health care, social service, and/or community outreach organization.

Completion of college courses in public health, health education, community outreach, and/or a media-related field is desirable. Fluency in spoken and written Spanish is also desirable.

### **Physical Requirements & Working Conditions:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and facsimile.

## THE EXAM PROCESS

**PHASE 1:** The exam process includes an application and resume.

**PHASE 2:** The exam process will include not only an interview, but also a review of the required knowledge and abilities as stated on the application.

## ABOUT MONO COUNTY

Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, it is a land of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.

Best of all, this natural playground offers a complete range of amenities and activities making it an ideal place live and work. Enjoy fine shops, restaurants and cafés. Snowboard, ski or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shores of Mono Lake.

The Town of Mammoth Lakes is the most populated area of Mono County. Offices of the County Counsel are located in both Mammoth Lakes and in the County seat of Bridgeport, with the primary office in Mammoth Lakes.

Unincorporated communities include Bridgeport, June Lake, Crowley Lake, Lee Vining, Chalfant Valley, Benton, Mono City, Hammil Valley, Swall Meadows, Sunnyslopes, Tom's Place, Topaz, Coleville, and Walker.

Looking for a lifestyle change with a great quality of life? Mono County is a rural county that offers numerous scenic and recreational opportunities for the outdoor enthusiast. Ski Mammoth and June Mountains, fish the Sierra, enjoy living and working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

## TO APPLY

Application materials may be obtained from and submitted to:

**Mono County Human Resources**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5413**  
**Fax: (760) 932-5411**  
**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**  
**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.