

COMMUNITY HEALTH OUTREACH SPECIALIST

DEFINITION: Under direction of a Public Health Nurse or Environmental Scientist, performs a variety of case management, health education, or other client-related services; maintains program statistics and case files as required by program funding sources; provides a variety of information about Department programs, policies and procedures. This position is funded by a variety of programs and is subject to change each fiscal year. This position requires skills and abilities to work with a diverse population.

DISTINGUISHING CHARACTERISTICS: Positions in this paraprofessional class assist the licensed Public Health Staff with a variety of case management, health education, and other client-related services; maintain necessary statistics and case files as required by specific programs. Incumbents will work with limited supervision from either Public Health Nursing or Environmental Health staff. Incumbents in this position may provide lead direction to support staff.

REPORTS TO: Public Health Nursing Supervisor or Public Health Director.

CLASSIFICATIONS DIRECTLY SUPERVISED: May provide lead direction to support staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *(Essential functions, as defined under the Americans with Disabilities Act (ADA), may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and not a comprehensive listing of all functions and tasks performed by positions in this class.) The physical demands described here 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.*

Provides case management and public health education services; keeps a variety of financial, statistical, or other specialized records; maintains a variety of office files and records, including case files; operates office equipment and personal and mainframe computers, using word processing, spreadsheet, and other applicable software; may provide lead direction to support staff; maintains departmental confidentiality; assists in the development and presents HIV/STD education programs to various groups, which may include students, Hispanics, service clubs, inmates, ESPL clients; provides verbal and written translation services for Health Department staff as needed, including case management, pregnancy testing, car seat installation, PACT (Planning Access Care & Treatment) program information and immunizations; provides program information and education for all Health Department programs; conducts home visits and provides ongoing case management to program clients under supervision of the Mono County First Five Home Visiting Program Director; and performs other duties as assigned.

Depending upon funding availability, the incumbent may be trained to perform the following tasks: HIV counseling and testing (Orasure test); WIC checks; pregnancy testing; and trained to conduct home visits and provide case management services to clients in the Mono County First Five Home Visiting Program determined by the program.

TYPICAL PHYSICAL REQUIREMENTS: 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 audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS: Work is performed in an office or field environment; frequent contact with staff and the public.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Case Management techniques;
- Public Health Education techniques;
- Methods of statistical record keeping;
- Policies and procedures of County and department.

Ability to:

- Perform a variety of case management duties;
- Present Health Information to a variety of audiences in an age-appropriate and culturally sensitive manner;
- Interpret and apply the policies and procedures of the Department;
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority;
- Assist with or prepare of financial statements or other specialized reports;
- Operate a personal computer, mainframe computer and appropriate software;
- Follow oral and written directions;
- Tactfully and courteously provide a variety of public assistance;
- Establish and maintain cooperative working relationships;
- Maintains confidentiality.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities 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 of the following: working with people exhibiting strong communication skills both orally and in writing; experience presenting information to others or educating others; counseling and case management; or determining eligibility for a particular program.

Completion of college courses in public health, health promotion, education, or media related field is desirable.

Special Requirements:

- Possession of a valid driver's license.
- May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.