

HEALTHY NEIGHBORHOODS OUTREACH ASSISTANT**

DISTINGUISHING FEATURES OF THE CLASS: This is primarily outreach work involving responsibility for participating in a variety of activities related to the Healthy Neighborhoods program in the Department of Health. The Healthy Neighborhoods program was established by New York State for the purpose of increasing community awareness of potential public health risk factors (e.g. carbon monoxide, lead, mold, insect infestation, etc.) existing in the home and environs, and interacting with the community to eliminate such risk factors and achieve and maintain healthy lifestyles. The work is performed under the supervision of a higher-level administrator, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, and carries out a variety of activities for the Healthy Neighborhoods Program (e.g. community outreach, distribution of information, testing for exposure to toxic substances);
Conducts home assessments and educates residents on health and safety concerns, including child safety education and products to prevent injury;
Installs smoke alarms and carbon monoxide detectors in residences and conducts radon and lead testing;
Interacts with and educates the public regarding issues pertaining to Healthy Neighborhoods (e.g. lead poisoning, carbon monoxide, fire prevention, insect infestation);
Provides work guidance and schedules training programs;
Gathers information, organizes data and correspondence, as necessary, and in accordance with program guidelines;
Updates policies and procedures manual related to Healthy Neighborhoods program;
Acts as liaison with other health department staff and community agencies in order to exchange information and coordinate services;
Organizes and participates in committees involved with program implementation;
Prepares a variety of required reports;
May attend meetings, workshops, or conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and, practices of environmental health and public health programs, especially those pertaining to Healthy Neighborhoods*; good knowledge of community resources and organizations; ability to establish and maintain cooperative relationships with others; ability to understand and interpret basic written material; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare a variety of reports; ability to plan and carry out activities related to a program.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Business, Public Administration or a health-related field (e.g. nursing, social work, psychology, public health), or comparable curriculum, or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and two (2) years of experience in a health-related field (e.g. nursing, social work, psychology, public health).

*To be demonstrated during the probationary period.

**This reflects a retitling of Coordinator, Healthy Neighborhood.

R.C.D.P. (07.25.2003) 09.04.2019
Competitive