

## **PUBLIC HEALTH ASSESSMENT ASSISTANT I (SPANISH-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized public health work which primarily involves responsibility for obtaining preliminary information from Health Department clinic clients in order to assess clients' needs with respect to a variety of public health concerns (e.g. HIV and other sexually transmitted diseases, and health maintenance), as well as for providing basic information and general clerical support in public health clinics. Depending on area of assignment, the work may also include performing venipuncture, tuberculin and other basic clinical tests. An incumbent in this title is required to possess speaking and reading ability in Spanish at the fluency level indicated in the Note below. The work is performed under the supervision of a Public Health professional. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Meets with clients of Health Department clinics in order to determine the area of client need; Provides information (including risk factors, prevention, signs and symptoms) and advice concerning public health issues such as communicable disease, contraception effectiveness, risks and safety, HIV and other sexually transmitted diseases, etc.;

Provides information to clients on diet, nutrition, weight control and various other medical and social conditions as needed;

Advises clients regarding domestic violence, substance abuse, Medicaid and Medicare problems;

Makes recommendations for referrals to other medical and/or social and psychological services;

Assists in the clerical function of the unit by explaining available services to clients, preparing clients' charts, completing forms, monitoring clinic inventory, scheduling appointments, etc.;

May observe clients while taking medication to ensure adherence to the treatment plan (Directly Observed Therapy);

May perform venipuncture, tuberculin, hematocrits, and other basic tests on clients;

May plan community outreach activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of public health issues (e.g. HIV and other sexually transmitted disease, pre-natal care, nutrition); good knowledge of community resources and organizations; ability to establish and maintain cooperative relations with others; ability to understand and interpret basic written material; ability to understand and carry out oral and written instructions; ability to perform venipuncture, tuberculin and other basic clinical tests\*.

**MINIMUM QUALIFICATIONS:** An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and two (2) years of experience in the human services\*\*, medical or public health fields which included interacting with clients to obtain and provide information and/or assistance as a substantial portion of the work.

### **NOTES:**

1. Additional years of the required experience may be substituted for the college degree on a year-for-year basis up to two (2) years.
2. A Bachelor's degree may be substituted for one (1) year of the required experience.

(over)

3. Incumbents are expected to possess a level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

\*To be demonstrated during the probationary period.

\*\*Human services setting shall be defined as a public or private organization in which human services are provided, generally to prevent as well as resolve problems and to assist individuals in functioning as effectively as possible; services include but are not limited to social, economic, psychological, and/or emotional support services that are provided to clients or individuals (services are generally related to public assistance, social services, mental health, substance abuse, aging, special needs children, etc.). Human services experience involves direct contact with clients and such contact requires judgment on the part of the human services provider in interacting with or responding to clients.

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