

## **SENIOR PUBLIC HEALTH AIDE (SPANISH SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for the support of public health programs (e.g. clinics) and environmental health. The work is distinguished from that of a Public Health Aide in the difficulty of tasks assigned and independence of judgment exercised. The work is distinguished from that of a Senior Public Health Aide in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated in the Note below. The work is performed under the direction of a public health administrator or technician. May provide occasional work guidance to Public Health Aides. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### ***When assigned to programs:***

Gathers information to assist in the determination of clients' needs for case management services, financing of health care and referring clients to appropriate services;  
Conducts home visits and makes telephone calls to program patients to collect information, follows up on missed appointments, and determines compliance with case management plans;  
Provides services to inmates of the Rockland County Jail by providing basic information about programs, health issues and prevention and schedules required testing;  
Assists clients at the I.D. Clinic by providing guidance in obtaining entitlements, making referrals, and providing routine information and guidance about services;  
Performs routine related office duties such as maintaining client files, reports and statistics, mailing appointments, making required telephone calls;  
Attends meetings and training courses;  
May prepare routine reports.

#### ***When assigned to the field and/or environmental health:***

Collects samples of water, sewage and other materials;  
Investigates rodent complaints and reports findings;  
Makes simple computations in connection with the reduction, interpretation and plotting of raw data;  
Collects animal carcasses or heads for rabies evaluation;  
Performs a variety of routine work such as delivery of legal notices and service of Commissioner's Orders upon Sanitary Code violators;  
Delivers office and medical supplies, equipment and paperwork throughout the County and, in some instances, to neighboring counties;  
May prepare routine reports.

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

Thorough knowledge of available health-related community services; good knowledge of terms indigenous to community or ethnic groups for which work is performed; ability to communicate effectively, both orally and in writing; ability to understand and interpret moderately difficult written and oral instructions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

(over)

**NOTE:** 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.