SENIOR PUBLIC HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving a 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 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.

R.C.D.P (04.06.1999) 05.01.2015
Non-competitive