

## **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.

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Non-competitive