

PUBLIC HEALTH ASSESSMENT ASSISTANT II (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized public health work which involves responsibility for the assessment of needs of Health Department clients in a variety of areas (e.g. infectious disease, health maintenance, Tuberculosis, HIV, and other sexually transmitted diseases) and to assure continuity of services. This title is distinguished from that of a Public Health Assessment Assistant I in the independence of judgment exercised and the difficulty of assignments. An incumbent in this title is required to possess speaking and reading ability in Spanish at the fluency level indicated below. Depending on area of assignment, the work may also include performing venipuncture, tuberculin and other basic clinical tests. The work is performed under the supervision of a Public Health professional and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts initial intakes to document information, complete assessments and develop health care plans for Health Department clients in areas such as infectious disease, Tuberculosis, HIV, health maintenance, etc.;

Provides information (including risk factors, prevention, signs and symptoms) and advice to clients concerning public health issues such as communicable disease, contraception effectiveness, risks and safety, HIV and other sexually transmitted diseases, etc.;

Monitors the status of clients to assure the continuity of services;

Initiates community outreach activities including mailings, telephone calls, etc.;

Makes referrals for supportive services, transportation, food, housing, etc.;

Maintains case records and charts;

Prepares a variety of basic reports, as required;

Attends conferences and trainings;

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:

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

MINIMUM QUALIFICATIONS: An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and three (3) 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.

PROMOTION: One (1) year of permanent status as a Public Health Assessment Assistant I (Spanish Speaking) or Public Health Assessment Assistant I.

(over)

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.
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 Services) 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.