

HEALTH AIDE II

DEFINITION

Under general supervision of a Health Education Coordinator to assist various Public Health Programs on a countywide or regional basis in providing educational services and presentations to the community. These services will include such activities as assisting as Dandy the Smoke Free Dragon and his assistant; conducting surveys; assisting in the coordination and implementation of meetings, presentations and events; providing temporary office support; and related work as directed.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification to allow support for the various Public Health Programs. The position assists both in the education and public relations components of the program and in general office support activities.

REPORTS TO

Health Education Coordinator or Public Health Nurse III.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

HEALTH AIDE II - 2

EXAMPLES OF DUTIES

- Assists in providing various Public Health educational services and presentations to the community, including acting as Dandy the Smoke Free Dragon or a similar costumed character or its assistant.
- Conducts surveys.
- Distributes information.
- Sets up and staffs informational booths at public events.
- Assists in the coordination and implementation of meetings and presentations.
- And/or provides a wide variety of office support assignments similar to duties performed by Office Assistant II.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; lift and carry health education materials, such as boxes displays and cases, easels, costume crates, instructive models, etc.; set up displays, booths, tables and chairs.

TYPICAL WORKING CONDITIONS

Work is usually performed in the community or regional setting and in an office or community gathering place; may work outdoors; continuous contact with staff, public, and staff of related local, regional and state agencies.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of community organization and community based programs.
- Principles of educational outreach.
- Modern office procedures, including preparation of minutes, agenda, mailing lists, and desk-top publishing.
- Computers and software used in office and program support assignments.
- Operation and use of office equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Basic Mathematics.

Ability to:

- Perform a variety of program development, community event, educational presentation, and promotional activities.
- Communicate effectively orally and in writing.
- Follow oral and written instructions.
- Prepare, maintain, and organize, a variety of information and data.
- Compile and prepare reports.
- Maintain confidentiality of information as warranted.
- Survey and/or interview a variety of people.
- Effectively represent the Public Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with clients, patients and others.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of office assistance experience, performing assignments comparable to those of an Office Assistant I or Health Aide I with Plumas County.

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles may be required.