

LINN COUNTY CLASSIFICATION

TITLE: COMMUNITY HEALTH PREVENTION WORKER

NUMBER: 766

APPROVAL ORDER

PAY RANGE: 09

NUMBER: 2000-454

CATEGORY: OPEU

DATE: October 25, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for performing community health prevention activities to include assisting in the development and management of those activities. These activities include public speaking to relatively large community groups and working well with other community organizations, volunteers, school personnel and allied agencies personnel. Employees must be well versed in the risk and protective factors for young people.

SUPERVISION RECEIVED: Works under the supervision of the Public Health Manager or designee. May also receive general guidance from a Health Educator or Public Health Nurse performing these duties. The employee is responsible for carrying out tasks with a minimum of supervision.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this position; however, experienced employees may be asked to assist with the training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Speak to groups of citizens, school students and allied agency personnel about community health prevention activities.
2. Work effectively and productively with elementary, middle and high school students, their parents and school volunteers in the development of prevention and early intervention programs or other health education programs.
3. Assist Program Manager or Health Educators in the preparation of community prevention plans and outreach programs.
4. Perform support services including data entry, recording and typing minutes, creating flyers, and writing correspondence.
5. Produce documents on computer word processing and desktop publishing software.
6. Coordinate and carry out multiple tasks on a daily basis.
7. Perform other duties as assigned.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.

9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of health promotion, health education and prevention activities. Ability and comfort speaking to large groups. Basic proficiency with word processing. Ability to perform with desktop publishing software is desirable.

Ability to learn the program and objectives of the area to which assigned after a reasonable period of time. Ability to understand and follow oral and written instructions. Ability to maintain records accurately. Ability to establish and maintain harmonious working relationships with other employees, the general public and allied agency personnel.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited four-year college or university is preferred but not required. Any satisfactory combination of experience and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.