

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: AUGUST 29, 2013**  
**CLOSING DATE: SEPTEMBER 18, 2013**

**DEPARTMENT:** Health & Emergency Services

**POSITION:** Community Health Assistant Senior

**LOCATION:** Payson

**JOB CODE:** 13-098

**ANNUAL SALARY:** \$26,998.40-\$40,081.60 DOE

### **NATURE OF WORK**

Provides assistance in coordinating and delivering assigned County Health Services programs and services.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinates and provides assistance with delivering County health service programs including nutrition, physical activity, and teen pregnancy prevention; assists clients in communicating with representatives of the department, community agencies and others providing case assistance; assists clients in completing forms and asks questions and obtains information on their behalf.
- Assists with identifying community health requirements and developing related programs for clients; implements assigned programs and ensures compliance with departmental, program and Arizona Department of Health Services requirements.
- Coordinates and delivers health education, counseling and services for assigned programs; refers applicants and recipients who need additional assistance to appropriate departmental staff; prepares the necessary referral documents; maintains records and files related to work performed and provides information for client case files.
- Develops, coordinates and implements community events that promote public health and well being.
- Provides the community with health related information through public and radio presentations, newspaper articles and public postings.
- Conducts and/or provides assistance with community health screenings and assessments; collects program related research data as required.
- Prepares and maintains program documentation, records and reports; records program expenses and income as required.
- Attends and participates in relevant program and coalition meetings as required.
- Researches and identifies grant opportunities in relation to assigned programs; assists with applying for grant funding as required.
- May train or coordinate the work activities of assigned personnel.
- Performs a variety of general office support work such as answering phones, filing, making photocopies. processing mail and performing data entry.

### **WORKING ENVIRONMENT:**

Work is performed in a standard office environment and in the field when promoting/delivering program services; depending on area of assignment, may be exposed to variable weather conditions, infectious diseases, blood borne pathogens, and public emergency situations; work involves standing, walking, driving, and may require lifting up to 50 pounds.

### **DISTINGUISHING CHARACTERISTICS:**

Employees at this level perform a full range of advanced client services functions, regularly demonstrate a high level of expertise and proficiency in the performance, are expected to perform most duties independently, and have the ability to exercise considerable discretion and initiative in completing assignments; may serve as resource to other staff and assist in the training of new staff.

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**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. and two (2) years social work/public health services experience; or equivalent combination of education, training and experience. A Valid Arizona Driver's License; depending on area of assignment, may require program specific licensing or certification; Bi-lingual (Spanish/English) skills may also be required for some positions.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Principles and practices of public health services; processes and standards for delivering health service programs; methods for identifying community health needs; processes for coordinating events that promote public health and well being; methods for providing health information, education and counseling to the community; program documentation and reporting requirements; basic Health and Human Services programs; techniques for dealing with the public, in person and over the telephone.

**Ability to:** Provide health services to the community; deliver health information and education to the public; promote health programs and services; assess and identify community health requirements; assist with developing and implementing community health programs; prepare and maintain program documentation and records; track program income and expenditure; assist with identifying grant funding sources and applying for grants; communicate effectively orally and in writing.

**Skills in:** Performing a variety of community health functions in support of assigned programs and activities.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.