

Code: 4561

Title: PUBLIC HEALTH AIDE

SUMMARY: Provides non-professional support services in community health settings throughout Pima County. This classification is distinguished from the Medical Assistant classification by its emphasis on performing support services. The Medical Assistant generally performs delegated clinical procedures appropriate for the required level of Medical Assistant education and training.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides clients with program-specific educational information and determines eligibility for receipt of program services;

Provides information to clients and initiates and documents client referrals to other public agencies and programs;

Answers general questions from the public concerning program-specific information, policies, procedures and service availability;

Inventories, orders, receives, stores and distributes program supplies;

Enters program specific data into appropriate databases, client records, and program forms;

Maintains confidentiality and security of information created or encountered in the course of assigned duties;

Performs home visits to identify clients and provide program-specific outreach services;

Provides outreach services, information and education to targeted populations including preventive health care and child wellness, perinatal care, breast feeding, immunizations, sexual health and family planning, oral health, nutrition, tuberculosis, parenting skills, and basic childhood development;

Recognizes and respects cultural diversity and adapts communications to individual's understanding;

Provides outreach services through door to door canvassing, community presentations, distribution of flyers, support group meetings and word of mouth promotion;

Assists clients with accessing services based on program requirements;

Maintains written and/or electronic client records documenting client history, vital information, and services provided to program participants;

Contacts clients regarding follow-up appointments and services;

Represents work unit, program or clinic at community events, health fairs, and in meetings with community organizations and agencies;

Makes presentations to community interest groups on program-related topics;

May perform capillary finger punctures, urine and pregnancy tests, hemoglobin screening, height and weight measurements and documents appropriately in client record;

May assist in the clinical setting with County-provided certification and under the direction of the Clinic Nurse Supervisor;

May be required to participate in Public Health Emergency events, exercises and training;

Applies computer and other electronic equipment techniques to support office operations;

Assists support staff performing administrative duties, i.e. typing, filing, faxing, reception, etc.

KNOWLEDGE & SKILLS:

Knowledge of:

- organization and functions in a public health setting;
- community resources agencies;
- basic medical terminology;
- use of computer equipment for creation and maintenance of client and activity record;
- universal precautions and procedures for safety in a medical setting.

Skill in:

- communicating effectively, both orally and in writing;
- reading, understanding and applying policies and procedures;
- performing capillary finger punctures, hemoglobin, (if certified), and pregnancy testing;
- performing and maintaining universal precautions and procedures for safety;
- working as a member of a team;
- understanding and relating to the issues of low income and minority individuals and their families;
- entering data into a computer database.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A High School Diploma or General Education Development (GED) Certification (required for certification in capillary finger punctures) and three months of experience in a health related or social services setting.

(Proof of High School Diploma or General Education Development (GED) Certification must be provided at time of application.)

OR:

(2) At least nine semester hours or 18 quarter hours of college-level course work from an accredited college or university in the areas of medical terminology, health care skills, human anatomy and physiology, medical office procedures, medical transcription, nutrition, public or community health, or related medical or social services training.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require County-provided certification in capillary finger punctures within six months of appointment. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required certification/licensures shall be grounds for termination.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a low risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided as applicable. Employee must provide own transportation between facility locations. Failure to acquire/demonstrate the required competence within six months of appointment may be grounds for termination. Some positions may require bilingual abilities in English and a second language, as determined by the Department.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.