



LASSEN COUNTY

Health and Social Services Department

- ☒ HSS Administration
- ☐ Public Guardian
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8128
- ☐ Grant and Loans Division
336 Alexander Avenue
Susanville, CA 96130
(530) 251-2683
- ☐ Behavioral Health
555 Hospital Lane
Susanville, CA 96130
(530) 251-8108/8112

Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112
- ☐ Patients' Rights Advocate
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8322
- ☐ Public Health
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ Environmental Health
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ Community Social Services
336 Alexander Avenue
Susanville, CA 96130

LassenWORKS
Business & Career Network
PO Box 1359
1616 Chestnut Street
Susanville, CA 96130
(530) 251-8152

Child & Family Services
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8277

Adult Services
PO Box 429
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8158
- ☐ HSS Fiscal
PO Box 1180
Susanville, CA 96130
(530)251-2614

Date: February 26, 2019

To: Jeff Hemphill, Chairman
Lassen County Board of Supervisors

From: Barbara Longo, Director
Health and Social Services

Subject: Job Description Approval for Public Health Program
Assistant I/II/III Position

Background:

With the adoption of the FY 2018/2019 Budget, Health and Social Services added a Public Health Program Assistant I/II/III position within the Public Health budget. The attached Job Description is being submitted to the Lassen County Board of Supervisors for review and approval.

Fiscal Impact:

There is no impact to County General Funds.

Action Requested:

Approve Public Health Program Assistant I/II/III Job Description.



COUNTY OF LASSEN

JOB DESCRIPTION

Class Title:	Public Health Program Assistant I/II/III	CLASS CODE	PH04/05
Department:	Health and Social Services	UNIT	UPEC
Reports to:	Public Health Nurse	FLSA Status	Non Exempt
Board Approval	_____	RANGE	15/16/18

JOB SUMMARY

Public Health Program Assistant series will assist with the planning, implementation, and coordination of Public Health programs. Public Health programs include education and prevention, case management services for a client caseload, work in clinics as assigned, and to provide technical assistance to other Public Health staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Health Nurse and Administrative Assistant.

Receives guidance and direction from program coordinators.

May provide technical supervision to clerical personnel or act as lead.

May lead trainings for less experienced staff in the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in the planning, organization, and coordination and delivery of public health programs.

Perform clerical, secretarial, technical and administrative duties.

Assess community needs related to area of assigned responsibilities.

Facilitate access to the program or system; manage and counsel clients in assigned caseload.

Interpret, apply, and explain program policies and procedures related to area of assignment; respond to individuals requesting services related to the program.

Develop and conduct public education and outreach; develop materials, programs and presentations; prepare media releases in support of assigned program(s).

Assist in research and preparation of program documentation and reports.

Other duties as assigned.



MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Public Health Program Assistant I:

High school degree or equivalent

And

Three year of experience in public health or a health related field with at least one year of experience in a specific program area.

Public Health Program Assistant II:

Associates Degree in a related field

Or

Three years of experience in the position of Public Health Program Assistant I.

Public Health Program Assistant III:

Licensed Vocational Nurse with a valid License to practice in the State of California.

Or

Three years of experience in the position of Public Health Program Assistant II.

May promote through series after meeting qualifications and recommendation of Department Head.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of Public Health.

Principles and practices of public education.

Community resources and organizations related to area of assignment.

Scope of practice related to licensure.



Skills:

Current office procedures and equipment. Word processing, spreadsheet software, presentation software, and social media.

Ability to:

Establish and maintain effective working relationships and work cooperatively with other employees, team members, and community members.

Communicate clearly and concisely, both orally and in writing.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is often required to travel and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with their hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. May be exposed to members of the public with communicable diseases, mental impairments, or who are hostile or disruptive.