

## **HEALTH AIDE I**

### **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 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 programs and in the general office support activities.

### **REPORTS TO**

Health Education Coordinator or Public Health Nurse III.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **HEALTH AIDE I - 2**

### **EXAMPLES OF DUTIES**

- Assists in providing various Public Health education services and presentations to the community, including acting as Dandy the Smokefree 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 and support assignments similar to office duties performed by Office Assistant I.

### **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:**

- Basic mathematics
- Correct English usage, spelling, grammar, and punctuation.
- 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.

**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.

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