

**Class Title: Public Health Aide**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides education, counseling, and support to families. Provides direct services to women and children, conducts home visits to monitor parental and child progress and provides assistance with case management services. Functions as a school health aide and maintains healthy practices in the school environment. Assists nurses with case management services. Performs other duties as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Provides direct services to women and children by working in school clinics, conducting home visits, monitoring parental and child progress, providing transportation and offering education and counseling on health and safety related issues.
2	L	Functions as a school health aide by administering development screenings, delivering minor first aid to students, occasionally assisting physicians in conducting physical examinations, reviewing immunizations and health records and conferring with school staff to address possible concerns regarding children.
3	S	Assists nurses with case management services by assisting families in applying for health care and contacting parents to verify child information and to conduct follow-up questioning.
4	L	Performs other duties by designing bulletin board displays, attending meetings and training sessions, reporting potential safety hazards, setting up medical equipment, compiling information and statistics, maintaining records submitting reports on service, referrals and follow ups.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six months experience with children and the public.
Certifications and Other Requirements	Valid Driver’s License, CPR, First Aid
Reading	Work requires the ability to read various health records, policies and procedures, correspondence, logs and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and statistics.
Writing	Work requires the ability to write various reports, health records, correspondence, logs and documentation.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, filing, providing first aid, illness screening, stocking office supplies, assisting clients during home visits
Sitting	F	Computer, desk work, answering telephone, assisting clients during home visits, complete records and charts, provide first aid, driving
Walking	F	Inter-office, to/from screening location, to/from classes
Lifting	O	Office supplies, first aid medical equipment, records, files, manuals
Carrying	O	Office supplies, first aid medical equipment, records, files, manuals
Pushing/Pulling	O	Wheelchairs, hand carts, utility carts, stretchers
Reaching	F	Bulletin board, provide first aid, illness screenings, stocking supplies
Handling	F	Office supplies, first aid medical equipment, records, files, manuals
Fine Dexterity	F	Computer keyboard, calculator, reading a thermometer, typing
Kneeling	F	Applying first aid, clean up detail, filing in cabinet drawers
Crouching	F	Applying first aid, clean up detail, filing in cabinet drawers
Crawling	N	
Bending	F	Applying first aid, clean up detail, filing in cabinet drawers
Twisting	F	Applying first aid, clean up detail, filing in cabinet drawers
Climbing	O	Stairs
Balancing	O	Stairs, carrying office or other supplies, assisting parents with babies
Vision	C	Computer, reading, administering first aid, conduct vision testing, driving
Hearing	C	School hearing tests, illness screening, communicating with personnel, general public
Talking	C	Communicating with personnel, general public, illness screening and treatment
Foot Controls	O	Driving, sinks
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, general office supplies, file cabinets, audiometer, Titmus scale for weighing, blood pressure equipment and devices, VCR, overhead projector, laminator, first aid equipment, wheel chairs, thermometer, stethoscope, chart scale, pager, Standard Microsoft Windows and Office software, Starbase software, Vision software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Schools, clinics, homes

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, face shields, goggles/eye protection, bio-hazardous bags, closed-toe shoes, uniform, apron, CPR mask, 2-way valve for CPR

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)