

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Public Health Intake Worker

**CLASS CODE:** 5647

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification provide intake and case management services for individuals with HIV/AIDS.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level professional classification in the Public Health Series-Adjunct Group job family within the City of St. Louis. Incumbents in this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for providing comprehensive case management services to persons living with HIV/AIDS.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Provides comprehensive case management services to individuals living with HIV/AIDS.

Conducts initial assessment and intake; prepares individual service plans.

Provides referrals to and contacts community resource service agencies (housing, transportation, utility assistance, counseling, and other benefits.)

Monitors assigned cases.

Maintains communication with clients by phone and mail.

Maintains client files and records; prepares reports.

Provides education and instruction in HIV/AIDS issues.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as clients, families, co-workers and the public, on how to apply policies, procedures and standards to specific situations.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as client records, policy manuals, infectious disease tests and lab reports, medical reference books, statutes, procedures, guidelines and non-routine correspondence.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

### **Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.