

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Public Health Program Representative

CLASS CODE: 5693

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification provide investigative, educational, program coordination and patient intervention services under a variety of specialized health care initiatives such as Hepatitis/HIV/AIDS/STD/TB.

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 perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for providing health promotion, service delivery coordination, disease outbreak investigation, health screening and education, and direct patient intervention services under a variety of specialized health care initiatives.

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.)

Investigates communicable disease outbreaks; interviews patients to compile information; locates and interviews possible persons in contact with patients; conducts neighborhood surveys for possible contacts; consults with health care professionals to analyze lab results and epidemiological data to detect trends.

Provides direct patient intervention services through advice and counseling on prevention and treatment; may perform venipunctures, Oral, and Rapid testing, and administer non-intravenous medications.

Oversees, coordinates and provides technical assistance to community-based organizations, inter-agency coalitions, task forces and subcontractors delivering services.

Ensures that counseling and testing services are conducted in accordance with Missouri Law and Missouri Department of Health policy.

Provides pre- and post-test counseling.

Reviews risk reduction plans with clients.

Provides support to communities on needs assessments.

Develops or assists in the development of health education curriculum.

Delivers regular health education programs and makes presentations to groups in targeted communities.

Coordinates and participates in public health outreach efforts such as health fairs, screenings, and makes arrangements for seminars, media advertisements, etc., to promote awareness and disease prevention and to aid in the detection of chronic diseases.

Completes required forms and reports; maintains records and files; performs data entry.

Performs other duties as assigned.

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 paraprofessional level medical care, such as advising patients on public health programs and referral to treatment and prevention program and resources.

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 motor vehicle, computer terminal, fax machine, telephone, phlebotomy equipment and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as epidemiological data, medical charts, lab test reports, interview notes and reports, public health program manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentage; interpret descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as leading, teaching, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as temperature extremes, traffic hazards, toxic/poisonous agents, potential violence, disease or pathogenic substances.

Physical Requirements:

Requires the ability to lift files and other materials weighing up to twenty (20) pounds.

Requires the ability to climb stairs.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of shapes to clearly distinguish objects and sounds to interview clients and communicate with co-workers.

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.