

## **PUBLIC HEALTH REPRESENTATIVE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves providing a wide variety of supportive and educational services to clients of a specific program within the Health Department. Incumbents in this class must have an understanding of the characteristics, needs and problems of program clients in order to foster the voluntary adoption of behaviors to improve or maintain health. The work is performed under the general supervision of a higher level administrator with leeway allowed for the use of independent judgement. Supervision of others is not usually a responsibility of incumbents in this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Organizes and directs educational efforts to influence public attitudes and behavior with regard to given health needs;  
Promotes programs designed to improve health and wellness through increased awareness of health risk behavior and targeted risk factor reductions;  
Receives and documents reports of incidence of sexually transmitted diseases, certain cancers and other related illnesses in Broome County and surrounding areas;  
Interviews program clients to identify their needs and evaluate them for program services offered through the Health Department or other agencies;  
Counsels and guides individuals and families toward self-help in recognition and solution of physical, emotional and environmental health problems;  
Provides outreach services in order to identify individuals in need of services by speaking to groups, canvassing neighborhoods and targeting public information campaigns;  
Establishes working relationships with community and professional personnel to obtain diagnostic data, develop health goals and promote health education services;  
Maintains accurate and current records on a computer regarding client contacts and activities including on-going narrative files and daily/monthly numerical reports;  
Receives and processes claims and vouchers accordingly;  
May arrange for certain treatments, examinations or equipment use for a program client;  
May perform grant fiscal activities;  
May perform minor diagnostic techniques.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the basic principles, practices, techniques and terminology of public health service programs;  
Good knowledge of community agencies, facilities and public health services which can be utilized to aid program clients;  
Good knowledge of interviewing techniques and methods;

Skill in educational techniques and methods of communication;  
Ability to work with other health professionals toward a common goal;  
Ability to establish and maintain cooperative relationships with  
program clients, their families and others;  
Ability to prepare accurate reports and utilize a computer to enter  
and retrieve data;  
Good powers of observation and analysis;  
Good judgement, initiative, and resourcefulness;  
Sensitivity to individual and cultural differences;  
Maturity and tact.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree which included 18 credit hours in the behavioral or social sciences, nursing or human services; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree which included 18 credit hours in the behavioral or social sciences, nursing or human services and two years of experience providing health related or human services guidance to clients; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.