

Department: Public Health  
Classification: Competitive  
Grade: 8

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### COMMUNITY HEALTH WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for providing direct non-professional services to individuals, groups, or the general public. The duties are performed under the general direction of the Public Health Educator with considerable latitude in the exercising of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides information to public pertaining to services offered by public and private agencies;  
Performs specific services for persons in need of cancer screening;  
Screens participants for eligibility and completes enrollment process, both hardcopy and computer input;  
May make home visits to follow-up in gathering routine information;  
Coordinates, initiates, and documents case management services, and make referrals as needed;  
Maintains monthly statements for payment to medical providers;  
Maintains an up-to-date data base of persons receiving services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Ability to communicate effectively and relate with diverse populations; strong interpersonal skills and ability to document pertinent information; ability to operate a computer; ability to effectively interact with clients, providers, agency staff, and community agencies; ability to communicate effectively both in writing and orally; capable of working a flexible (not necessarily a traditional) schedule; tact, emotional maturity, good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or equivalency and two years of experience in a non-professional position in social/public health programs in a public or private agency; or
- (b) An equivalent combination of training, experience, and education as defined by the limits of (a) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION

Eligible for a NYS Driver's License at the time of application; possession of license at the time of appointment.

Revised: 6/28/01