



COUNTY OF LAKE
Invites applications for the position
of:

**EXTRA HELP – Health Programs Support
Specialist I/II**

SALARY: \$18.42 - \$24.68 per hour

The Lake County Health Services Department is currently seeking an Extra Help Health Programs Support Specialist (**Full Job description, including minimum requirements are below**) This extra help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are entitled to legally mandated benefits, which does not include paid vacation or holidays. Extra help employees do not have status with the County.

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate “Extra Help Health Programs Support Specialist” as the title of the position on the application.

We currently have 3 positions available: Two (2) at Public Health and One (1) at First 5.

**Applications may be submitted in person or by mail to the below address:
Human Resources Department, 255 North Forbes St. Lakeport, CA 95453 or
Public Health Department, 922 Bevins Ct. Lakeport, CA 95453**

DEFINITION

Under general supervision, to perform a variety of program support work for the Health Services Department; to conduct research, analyze data, and develop recommendations related to assign program(s); to assist with the development and implementation of program changes; to assist with monitoring program contracts, grants, progress, budget and regulatory compliance; to work with various groups and organizations to provide technical assistance, training and outreach; to provide a variety of technical and clerical support work for a variety of Health programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Health Programs Support Specialist class series. Incumbents perform a variety of responsible clerical, technical, and analytical work in support of assigned Public Health program(s), which may include, but is not limited to; Child Health and Disability Program, Childhood Lead Prevention Program, Communicable Disease Case Management, Dental Disease Prevention, Emergency Preparedness, HIV/AIDS Drug Assistance Program, Immunization Assistance Program, Maternal Child Health Program, Targeted Case Management Program, and/or Tobacco Control Education and Prevention, SNAP Ed Nutrition Program, or other assigned health programs. Incumbents will be assigned to program(s) based on the needs of the department. The Health Programs Support Specialist I is distinguished from the Health Programs Support Specialist II in that it performs a narrower range of less complex clerical, technical and analytical functions related to assigned program(s) under closer supervision. When work knowledge has been developed, sound work

demonstrated, and requirements have been met, an incumbent may reasonably expect promotion to the Health Programs Support Specialist II level.

REPORTS TO

Health Programs Coordinator; Public Health Nurse IV; Public Health Nursing Director; Public Health Officer; Health Services Director.

CLASSIFICATIONS SUPERVISED

May provide lead direction, work coordination, and training as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides a variety of clerical, technical, and analytical support work for assigned program(s); assists with the maintenance and tracking of financial and statistical records and other documents; may assist with the administration of a variety of grant funded programs, including budget preparation, tracking, and reporting requirements; may assist in the development, creation, and distribution of a variety of forms, brochures, handouts, newsletters, and other materials; assists with identifying program needs, establishing program goals, and monitoring program results; assists with determining the proper allocation of resources; may prepare a variety of complex reports as requested; learns and utilizes a variety of software programs in the performance of assigned tasks; researches, analyzes, and prepares recommendations for assigned projects/programs, as assigned; receives, sorts, and summarizes a variety of data and information; assists with developing and conducting workshops, including preparing program materials; assists with the preparation and inventory of educational materials, as assigned; performs surveys and data collection functions; serves as a liaison between the Health Department and other public and private agencies, community organizations, professional groups, and other stakeholders; may conduct or assist in conducting a variety of training sessions, as assigned; assists with planning, coordinating, and implementing a variety of activities to meet the goals of assigned program(s).

TYPICAL PHYSICAL REQUIREMENTS

Sit and stand for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of equipment, including computer, telephone, calculator, copiers, FAX and cell phone.

TYPICAL WORKING CONDITIONS

Work is performed in office and community environments; exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, techniques and practices of project planning, development, and coordination

Goals, functions, and activities of assigned public health program(s).

Laws, rules, ordinances, and regulations impacting assigned public health programs.

Department goals, requirements, and operations

Policies, procedures, and programs of the department

Principles, methods, techniques and materials of public health education and outreach.

Functions, programs, and services of public and private agencies involved in health education and outreach activities.

Research and information gathering methods and procedures

Effective methods and techniques for information dissemination

Community resources and demography.

Modern office practices, procedures and equipment.

Correct English usage and spelling.
Methods and practices of financial and statistical record keeping.
Principles of grant development, administration, and reporting
Maintenance of files and information retrieval systems.
Computerized methods used by the Department for maintaining and updating records.
Cell phone usage.

Ability to:

Perform a wide scope of program support work.
Assist with planning, developing, organizing, and coordinating activities and functions of assigned public health program(s).
Perform a variety of technical and analytical support work, training, and related tasks.
Assist with the development and administration of grants related to assigned public health program(s).
Read, interpret, explain, and apply policies, procedures, and regulations.
Effectively research, analyze, and document information related to assigned program(s), including information related to current legislation, regulatory requirements, and administrative processes.
Answer a variety of questions related to department programs and the application process.
Make referrals to appropriate agencies and social service programs, as needed.
Communicate effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds.
Effectively prepare and present information/trainings to a variety of audiences.
Effectively collect, interpret, evaluate, and present a variety of narrative and statistical data.
Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
Use a cell phone at off-site locations.
Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience performing a variety of technical and analytical outreach, educational and/or training functions related to health programs and services, preferably in the public sector.

Education equivalent to an Associate Degree in Business Administration, Public Administration,

Education, Nursing, Health Sciences, or a related field.

OR

Education equivalent to graduation from an accredited four year college or university with a degree in Business Administration, Public Administration, Education, Nursing, Health Sciences, or a related field.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of

Understanding currently in effect.