

**MENDOCINO COUNTY GOVERNMENT  
CLASSIFICATION SPECIFICATION**

<b>CLASS TITLE:</b>	<b>COMMUNITY HEALTH WORKER I COMMUNITY HEALTH WORKER II</b>	<b>CLASS CODE:</b> 4027 4029
<b>DEPARTMENT:</b>	<b>HEALTH &amp; HUMAN SERVICES AGENCY</b>	<b>FLSA STATUS:</b> N
<b>REPORTS TO:</b>	<b>VARIOUS</b>	<b>BARGAINING UNIT:</b> SEIU
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>DATE:</b> rev. 10/08

**JOB SUMMARY:**

Under direct supervision at the entry level and general supervision at the journey level, performs basic support functions in clinics and community settings and serves as a vital link between communities and health services to promote health among individuals, families, and groups who lack access to adequate care. Provides childcare services, serves as a bilingual interpreter and provides transportation. Processes documents, performs records management, and assists with educational materials.

**DISTINGUISHING CHARACTERISTICS:**

Community Health worker I: This is the entry level classification in this series; however, positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the I level. When working as a trainee in positions allocated at the II level, incumbent works under direct supervision, employees receive training, are given detailed instructions in the performance of routine tasks, and perform tasks that are more structured and routine than those assigned at the II level. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Incumbents working as a trainee are expected to promote to the journey level within one year of successful performance.

Community Health Worker II: Working under general supervision, this is the journey level in this class series. Employees at this level are expected to have related background and experience and to be qualified to perform the full scope of duties using independent judgment in selecting and applying specific references, procedures, sequences and alternatives to different work situations. Positions in this class may be flexibly staffed from the lower level of Community Health Worker I or, if filled from the outside, require prior related experience.

This classification series is distinguished from the Health Program Technician by the complexity of duties including the performance of clinical support duties such as taking patient history, performing health tests, taking vital signs, etc. by the Health Program Technician.

This class series is distinguished from the Community Health Services Specialist series by the performance of paraprofessional level duties and responsibilities and complexity of assignments by the Community Health Services Specialists.

**SUPERVISION EXERCISED:**

Exercises no supervision

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following:*

- Provide assistance and support services to clients and public health professional staff; make appointments, keep records, gather data, write reports, and interview clients; assist in developing immediate solutions to emergency problems and expediting delivery of needed services, may conduct very limited basic health screening and assessments such as weighing, measuring, taking vital signs.
- Assist public health professional staff by establishing and maintaining contact with clients; help clarify agency programs, including conducting orientation to various programs; interpret community needs and may serve on committees or confer with other agencies or departments regarding needs of the community or of individual clients.
- Explain available community resources to clients; confer with professional staff to assist in evaluating client needs or problems.
- Process and complete assessment and intake forms; perform telephone or in-person intake interviews; prepare and mails letters of reminder; schedule assessment appointments; answer questions; maintain file card catalog for orientations, assessment files and current and closed files.
- Provide child care including: providing a stimulating environment for children while parents are in group meetings; planning, budgeting and preparing nutritional meals/snacks; noting any developmental needs a child may have,

discussing with parents and client counselor, and making necessary referrals; ensuring files are update with immunization records, etc.

- Arrange transportation for adults and children receiving public health services; may arrange for care for children of clients. Provide transportation services for clients to and from home, health providers and the offices of other agencies.
- Assist with preparation of group meetings, including gathering and/or preparing documents, agendas, reading material and appropriate audio-visual materials.
- Act as an interpreter and translator when qualified to do so in contacts involving non-English speaking clients and community residents.
- Prepare and maintain charts and files.
- Attend appropriate staff and in-service meetings; attend approved training sessions and job-related educational courses.
- May serve as backup for other positions within the department, such as receptionist; answering incoming telephone calls and greet visitors and the general public; provide customer service and support; direct individuals to the appropriate area or assists them with information, providing applications, collecting and receipting money, or answering questions. Enter and retrieve a variety of complex information using a computer. Collect educational materials and maintain public information bulletin boards.
- May act as an interpreter in contacts involving non-English speaking clients of the agency; serves as an outreach worker in contacts with the non-English speaking community.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer	General Office Equipment	Shredder	Stethoscope
Vehicle	Pregnancy Test Kits	Litmus Tester	Scales
Centrifuge	Dipstick Urine Analysis	Hap Machine	Audiometric
Autoclave	Blood Pressure Cuff	Measuring Board	Breast Pump

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

**Community Health Worker I:**

High School diploma or GED; and six months of fulltime experience performing related functions in a community services, child care or health care setting; or a combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Community Health Worker II:**

High School diploma or GED; and one year of fulltime experience performing duties that are the equivalent to Community Health Worker I; (or, 18 months of full-time experience performing related functions in a community services, child care or health care setting); or, a combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Applicable state, federal and local ordinances, laws, rules and regulations.
- Resources, community agencies and health care and other services.
- Needs, problems, and barriers to health care for low-income and minority populations.
- Basic principles of perinatal, reproductive, and infant health.
- Process of application for Medi-Cal and other health care coverage.
- Effects of tobacco, alcohol, and other drugs.
- Basic screening techniques for tobacco, alcohol, and other drug use and basic techniques for tobacco cessation intervention.
- Computer applications and hardware related to performance of the essential functions of the job.
- Office procedures including filing, record keeping and scheduling of appointments.

**Skill in:**

- Organizing work, setting priorities and following up on assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

- Speak effectively and respond to questions, tailoring the message to the intended audience.
- Maintain confidential information.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this position, the employee is required to regularly speak and listen.
- While performing the essential functions of this position, the employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.
- While performing the essential functions of this position, the employee is often required to sit and reach with hands and arms.
- While performing the essential functions of this position, the employee is required to frequently lift and/or move objects weighing up to 10 pounds.

**Working Conditions:**

While performing the duties of this position, work is typically performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

While performing the essential functions of this position, the employee is required to frequently drive or travel in a vehicle. The noise level while performing these duties is generally moderate. When in transport, employee will be exposed to outside weather conditions and may experience higher than normal noise levels.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.