

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: SENIOR COMMUNITY HEALTH WORKER**  
**DEPARTMENT: VARIOUS**  
**REPORTS TO: VARIOUS**

**CLASS CODE: 44556**  
**FLSA STATUS: N**  
**DATE: 10/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Serves as lead worker and performs moderately complex public health 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 various health services, serves as a bilingual interpreter and provides basic counseling. Teaches classes, processes papers, performs records management, and assists with educational materials.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities including: training in job skills, assigning and directing work, making recommendations in performance appraisal and reporting problems to the supervisor.

Acts as a liaison between Public Health Nursing and families by helping families set up appointments for health care and providing interpretation services between families and therapists; coordinates home visits; calls to continue follow-up plans recommended by Public health Nurses.

Provides assistance to families with medical processes making appropriate referrals to community resources after assessing their needs and following up to assess progress; advocates and collaborates with local agencies with the purpose to speed up process for obtaining care.

Conducts home visits; assesses families in crisis and determines appropriate intervention/referrals.

Provides transportation services for clients to appointments for health care when needed; helps clients with interpretation at appointments.

Works in collaboration with other health providers and/or other community agencies in assessing and referring patients requiring assistance with special problems; confers with Public Health nurses on difficult cases and makes recommendations on follow-up plans.

Performs limited testing and laboratory work under supervision and documents results.

Screens clients for tobacco and other substance use; provides education on the effects of tobacco use and second-hand smoke; provides tobacco cessation assistance; refers clients to other resources as needed for substance abuse prevention and treatment.

Provides counseling and educational material on health-related topics.

Attends meetings, workshops and training; may make presentations at schools.

Performs duties in preparing progress reporting, recording information, and observations to assist client needs.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs special assignments as requested to include researching and preparing reports and projects.

Orders office supplies to maintain sufficient inventory for office use.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

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

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Two to three years of progressively responsible related experience and ability to communicate in a second language as an interpreter; or,

Any combination of education, training and experience which 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 and the processes of application for services.

Needs, problems, and barriers to health care for low-income and minority populations.

Basic principles of perinatal, reproductive, infant health, early childhood education and child development.

Information about effects of tobacco, alcohol, and other drugs.

Basic screening techniques for tobacco, alcohol, and other drug use and basic techniques for tobacco cessation intervention.

All 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, assigning, leading and reviewing the work of staff.

Organizing work, setting priorities and following up on assignments with a minimum of direction.

Using tact, discretion, initiative and independent judgement within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Assessing client needs.

**Mental and Physical Abilities:**

Ability to plan and implement child activities to encourage growth and ability.

Ability to speak effectively and respond to questions.

While performing the duties of this position, the employee is required to regularly speak and listen.

While performing the duties 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 duties of this position, the employee is often required to sit and reach with hands and arms.

While performing the duties of this position, the employee is required to frequently lift and/or move objects weighing up to 10 pounds.

While performing the duties of this position, the employee is required to frequently drive and/or travel in a vehicle.

**Working Conditions:**

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. The noise level while performing these duties is generally moderate.

While in transport or being transported to presentation or meeting locations, the employee will be exposed to outside weather conditions and may experience higher than normal noise levels.

file: socomhlw.44555

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.