

## **COMMUNITY HEALTH OUTREACH WORKER (SPANISH SPEAKING)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves providing outreach and education to communities about programs or services that are available through the Department of Behavioral and Community Health. These programs or services are developed through state mandates and grants. Some examples of the type of programs that the Community Health Outreach Worker may be involved with include but not limited too are the Childhood Lead Poisoning Prevention Program, Primary Prevention Program, and Children with Special Health Care Needs. Incumbents in this position must be fluent in both Spanish and English in order to provide services to Spanish speaking population. This position will also perform a variety of office and field tasks to support the various programs administered by the Nursing and Environmental division in the Department of Behavioral and Community Health. This position will require field work. Work is performed under the general direction of a higher level employee. Supervision is not a function of this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Conducts outreach to assigned target area residents by delivering educational materials related to health, environmental, and safety needs;
2. Networks with other Community Agencies to provide outreach services;
3. Provides assistance to patients with guidance from the Public Health Nurses in reinforcing nursing instructions to encourage healthy behaviors;
4. Observes safety hazards in the home and/or environment and reports issues to Public Health Nurses and Public Health Sanitarians;
5. Collects outreach data and maintains education logs to meet requirements for departmental reports and performs miscellaneous office tasks such as filing, completing required forms, phone calls, and emails;
6. May act as an authorized representative to facilitate the delivery of needed services and benefits for patients (providing personal hygiene care is NOT a function of this position);
7. Manages delivery of time sensitive documents to Dutchess County Department of Community and Family Services and doctor's offices.

### **FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:**

Knowledge of community resources within the community assigned;

Knowledge of health and social agencies available to deal with community problems within the area of assignment;

Ability to work with diverse populations in a professional, non-judgmental and culturally appropriate manner;

Ability to get along well with others and gain their cooperation;

**COMMUNITY HEALTH OUTREACH WORKER (SPANISH SPEAKING)** Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:** (Cont'd)

Ability to follow oral and written directions;  
Ability to work, read, write and converse in Spanish and English;  
Ability to perform record keeping activities;  
Empathy in handling sensitive human problems;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time work experience in Public Health which involved public contact.

**SPECIAL REQUIREMENT:**

1. Candidates must be fluent in understanding, reading, speaking, and translating Spanish.
2. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 8/23/18