

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT DIRECTOR OF COMMUNITY HEALTH OUTREACH **GRADE:** 14

TITLE ABBREVIATION: ASST DIR CHO **TITLE NO.:** 6073

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD

DEPARTMENT: HEALTH **DIVISION:** COMMUNITY HEALTH OUTREACH

SUPERVISOR'S TITLE: DIRECTOR OF COMMUNITY HEALTH OUTREACH

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Director with the planning, implementation and evaluation of varied public health education and outreach programs for the Department of Health. These programs target high-risk communities and/or specific public health issues in Orange County and involve public health education, intervention services, case management and prevention services. Work is carried out according to grant guidelines and county and state regulations. Work is performed under the general supervision of the Director of Community Health Outreach with wide leeway to exercise independent judgment. Direct supervision is exercised over the staff assigned to these special programs. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with the planning, implementation and evaluation of varied public health education and outreach programs;
2. Assists in the day-to-day operations of the division related to programs, personnel and fiscal matters;
3. Supervises staff in administrating the provision of services under these special programs;
4. Ensures the all program progress reports and personnel evaluation are reviewed and submitted in a timely manner;
5. Assists in identifying and applying for appropriate grants that are available;
6. Assists in the oversight and evaluation of service contracts in Community Health Outreach programs;
7. Receives and responds to all FOIL requests for the division in accordance with established guidelines and policies;
8. Acts as a member of the Tobacco Use Prevention Education and Control Team for the department;

9. Attends state, regional and local meetings related to public health education and community health outreach (i.e., HIV/AIDS prevention, tobacco use and control, etc);
10. May act as a liaison for the County with program administrators from NYSDOH related to work plan and fiscal issues for grant funded Community Health Outreach programs;
11. May represent the Director at meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of federal, state and local rules and regulations and available funding sources related to community health outreach; good knowledge public health education and outreach programs and services targeting high-risk communities and/or specific public health issues in Orange County; good knowledge of public health policies, standards, and procedures; ability to plan and supervise the work of others; ability to locate funding sources and write grant applications; ability to develop and evaluate programs for effectiveness; ability to develop and maintain good interpersonal relationships; ability to communicate effectively both orally and in writing; flexibility; resourcefulness; initiative; computer literacy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, and one (1) year experience in a supervisory capacity in a public health program; OR
- (B) Completion of sixty (60) credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years experience as outlined in (A) above.

7/16/05