

ORANGE COUNTY CLASS SPECIFICATION

TITLE: COMMUNITY HEALTH OUTREACH SUPERVISOR **GRADE:** 13
TITLE ABBREVIATION: CHO SUPV **TITLE NO.:** 561640
JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD
DEPARTMENT: HEALTH **DIVISION:** COMMUNITY HEALTH OUTREACH
SUPERVISOR'S TITLE: ASSISTANT DIRECTOR OF COMMUNITY HEALTH OUTREACH

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, administering, and supervising grant-funded community health 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. The incumbent performs administrative and field tasks and provides technical assistance to ensure that program goals and objectives are met. Work is carried out according to grant guidelines and county and state regulations. Work is performed under the general supervision of the Assistant Director of Community Health Outreach with wide leeway to exercise independent judgment. Direct supervision is exercised over the staff engaged in community outreach. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides supervision by coordinating daily activities, schedules, review of home visits and assessments, service coordination, and evaluating program staff;

Plans and coordinates outreach activities performed by program staff;

Develops an overall workplan, including outreach strategies for the targeted geographical area;

Assists in the development, administration, and evaluation of the effectiveness of the services provided in relation to the overall program;

Develops, maintains, and provides training materials and manuals for program;

Conducts community and public education sessions to promote initiative of program;

Participates or leads a community action board and engages community members through community and civic engagement activities;

Provides and ensures clients have access to education classes and enhanced social supports;

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Designs and implements client surveys to evaluate client satisfaction with community health worker services;

Coordinates with agency staff to develop documents (education materials, forms, etc.) and procedures that support a health literate environment and enhance client understanding of health information;

Maintains data and prepares required reports and other written material regarding program implementation and activities and effectiveness of program;

Develops and prepares applications for grant funding in accordance with state and county regulations and directives for health-related programs;

Conducts home visits as necessary;

Identifies, develops, and maintains a referral network for population/clients served by program;

Assists in the preparation and monitoring of program budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal and State health-related laws and regulations, available community resources, and health-related programs for potentially-eligible clients; good knowledge of health and social issues of the inner city and rural areas; good knowledge of the mechanics of planning and conducting workshops and informational sessions; working knowledge of community organizations; working knowledge of case management; public speaking skills; computer skill in the use of word processing, spreadsheet, e-mail or other database software; ability to plan and supervise the work of others; ability to work cooperatively with public and private organizations meeting the health needs of local residents; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with others; ability to train and evaluate performance of program employees; ability to work in multicultural environment; tact; initiative; resourcefulness; integrity.

MINIMUM QUALIFICATIONS: Either

- A. Master's Degree in Social Work, Mental Health, Human Services, Public Health, Health Education, or Nutrition, with 1-3 years of public health, community outreach, or clinical case management experience; OR
- B. Bachelor's Degree in Social Work, Mental Health, Nursing, Human Services, Public Health, Health Education, or Nutrition, with 3-5 years public health, community outreach, or clinical case management experience.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.