

Public Health Aide

Definition:

Under direct supervision, to assist in programs providing public health activities throughout Kern County by performing a variety of routine tasks and necessary duties that do not require the judgment, knowledge and skills possessed by Registered Nurses or other professional personnel.

Appointees to Public Health Aide positions are given close and detailed supervision to assist with various public health nursing and health care programs.

Essential Functions:

- Assists nursing personnel in preparing for clinics; performs setup and clean up activities in clinics; inventories and orders clinical supplies
- Performs screening procedures in clinics under nursing supervision i.e., vision, hearing, blood pressure measurement, vital signs, height/weight measurement and urine collection
- Completes patient registration procedures in clinics
- Makes assigned home visits to encourage continued medical supervision and clinic attendance
- Teaches and encourages development of optimal basic health habits and preventive health and safety care
- Observes patient progress and determines whether nursing/medical recommendations regarding health are being followed
- Assists patients with arrangements for maximum utilization of all community resources
- Obtains specific information required by the health team
- Counsels regarding simple health problems, and refers families to other local health resources
- Assists in interpreting community health needs of families to the professional staff
- May assist with verbal or written translation from English to a foreign language; and from a foreign language to English
- Makes referrals to the nurses for follow-up when health problems are encountered
- Collects health services fees, writes receipts and makes deposits in accordance with established procedures
- Assists public health clients in the completion of applications for health insurance
- Performs outreach in the community to identify and refer those in need of health services
- Participates in community health fairs to provide health information.
- Schedules appointments; places and receives calls

- Maintains patient files
- Keeps simple records and prepares reports
- Dependent upon area of practice or department assignments, demonstrates clinical knowledge and skill in the care of the newborn, infant, toddler, child, adolescent, adult and geriatric patient ranging up to 100+ years of age
- Participates in surveys and gathers information relating to community health needs for improvement of public health services
- May perform venipuncture if certified as a Phlebotomist
- Performs other job related work as required

Employment Standards:

Minimum Qualifications:

- Graduation from high school or successful completion of the G.E.D. examination
- Possession of a valid Class C California Driver's License is required upon appointment

Knowledge of: basic clerical practices and procedures; basic health habits and preventive care; and basic clinic or home health care techniques; and available community referral resources.

Ability to: communicate clearly and concisely with others; keep records and write simple reports in English; work with people in the community and with other agency workers; follow oral and written instructions and work independently as assigned; to display sensitivity to patient care needs and enthusiasm and aptitude for public health work; and enter simple data and prepare documents on the computer.

Incumbents maybe required to handle and transport infectious materials such as lab specimens and contaminated line. Appropriate training and protective equipment will be provided for handling hazardous materials.

Incumbents must have the ability to travel to designated locations.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.