

HEALTH PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the implementation and administration of various preventive health education programs. The work is carried out in accordance with established procedures and involves disseminating information, record keeping and program compliance. The work is performed under the direct supervision of higher level staff. A Health Program Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides awareness and educational information to the general public and community professionals on the rules, regulations and concerns of specific health related programs;
- Ensures adherence to program compliance pursuant to program mandates and regulations;
- Coordinates actions of individuals and departments in fulfilling obligations of grant mandates;
- Initiates investigations into nonfeasance or non-compliance of program objectives;
- Gathers, analyzes and presents statistics on health related issues;
- Utilizes personal computer in compiling, sorting and presenting necessary graphs, charts and reports related to the program;
- Assists in the planning, development and implementation of preventive health programs;
- May attend meetings and conferences to stay abreast of available data processing applications and alternatives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge and understanding of the basic principles and practices related to public health; working knowledge of data processing procedures, formatting and coding; knowledge of the capabilities and limitations of electronic data processing equipment; skill in organizing and consolidating data; ability to readily acquire a knowledge of peripheral computer equipment; ability to understand and interpret laws, rules and regulations related to health programs; ability to establish and maintain cooperative relationships with associates and to deal effectively with the public; ability to make concise reports; mathematical aptitude; good judgement and observation; tact; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of an associate's degree from a regionally accredited or New York State college or university or completion of 60 credit hours of study. Supplemented by either:

- A. Six months experience in the operation of electronic computers or data entry machines and peripheral equipment;

OR

- B. Successful completion of an appropriate course of instruction in the elements of data processing procedures and equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/15/94
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