

**LOCAL HEALTH PERSONNEL JOB DESCRIPTION**

<b>CLASS TITLE:</b> Community Outreach Worker I	
<b>TITLE CODE:</b> 2807	<b>SERIES:</b> Health Education
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$13.50-\$16.79</b> <b>GRADE:</b> 10 <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Local Health Director or Assigned Staff	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Makes visits to homes and other sites promoting services, scheduling appointments and any necessary follow-up outreach services and follow-up services for potential clients and individuals already in the programs such as Well Child, Family Planning, Aging, TB and WIC.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** None

**SUBSTITUTION CLAUSE:** None

**EDUCATION:** None

**EXPERIENCE:** None

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Possess a valid motor vehicle operator's license.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Visits patients or potential patients in their home or other appropriate setting to explain services of the LHD and may set up appointments, assists clients in making transportation arrangements to receive services, insures client patient attendance at scheduled appointments, follow-up by letter, phone call or home visit on missed appointments or referral, may conduct initial interview with patient obtaining factual information from the patient, provides support and encouragement to patients and assists in resolution of the problem and may assist in the provision of services to the patient for services such as Aging, Well Child, Family Planning, TB screening, etc.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in community and home settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 3/27/95      **DATE OF LAST REVISION:** 10/3/22

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.