

ALL CITY AGENCIES [999]

PUBLIC HEALTH ADVISER
(HELP PROGRAM)**Duties and Responsibilities**

This class of positions encompasses work of varying degrees of difficulty in a program of communicable/preventable and environmental disease control, family health and maternity services, ranging from basic case management to assisting supervisory personnel in the planning, organizing, and conducting of disease control efforts in these areas, all in accordance with Federal, State and City guidelines. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with some latitude for independent judgment, initiative and unreviewed action and decision, applies disease control and/or health promotion principles and methods, including interviewing, investigation, case management, and referrals; reviews epidemiological data; and conducts health risk assessments.

Examples of Typical Tasks

Interviews and re-interviews patients with communicable/preventable and environmental diseases, and their contacts and families, to elicit contact and suspect information in order to locate the source and detect or prevent possible spread of cases related to the known infection/condition.

Conducts community investigations and follows up on infected patients with communicable/preventable and environmental diseases, as well as other patients, to ensure that they are continuing treatment and taking prescribed medications; locates contacts and suspects, referring them to appropriate diagnostic facilities for examination, prophylaxis and/or treatment; determines and reports environmental health hazards.

Conducts community investigations (surveillance and outbreak control activities) of reported cases of vaccine-preventable diseases and of adverse vaccine reactions; locates and refers patients and their contacts to appropriate diagnostic facilities for examination, prophylaxis and/or treatment.

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PUBLIC HEALTH ADVISER (HELP PROGRAM) (continued)**Assignment Level I** (continued)**Examples of Typical Tasks** (continued)

Performs health related procedures including the following: collects medical samples for diagnostic purposes (e.g., performs phlebotomy, collects sputum samples); in some cases, performs laboratory tests (e.g., RPR, pregnancy); administers tuberculosis skin tests (TST); prepares blood for analysis and transports blood; administers vaccines (e.g., rubella, measles, mumps, polio, etc.) in health department clinics or in special, on-site clinics. Receives training to perform these procedures.

Visits professionals involved in health care (such as physicians, laboratory directors, hospital administrators) in a variety of settings (e.g., schools, hospitals, clinics) to: gain their cooperation in providing communicable/preventable and environmental disease control programs and treatment in accordance with health care guidelines and prescribed protocols; obtain information from them regarding disease trends; assess immunization coverage; and provide educational information and literature.

Maintains records and makes written reports and oral presentations for program evaluation purposes.

Provides information and referrals over the telephone on a variety of public health issues, including communicable/preventable diseases and environmental health issues, as well as reproductive health issues; makes appointments and provides follow-up on referrals.

May be assigned to a community site to perform pregnancy testing and provide information on options (reproductive health, STD, etc.); may escort clients to providers as needed; provides case management services for at-risk pregnant women and infants, from pregnancy through the first year of infancy; provides medical, housing, and social services referrals, as needed.

Under the general direction of a school nurse, observes students administering their own oral, topical and inhalant medications or injections according to prescribed guidelines. Maintains adequate and secure storage of all medications. Assists physicians in the preparation and performance of physical examinations. Performs simple first aid and CPR tasks.

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PUBLIC HEALTH ADVISER (HELP PROGRAM) (continued)**Assignment Level II**

Under general supervision, with latitude for independent judgment, initiative and unreviewed action and decision, assists supervisory and staff personnel in the planning, organizing, and conducting of communicable/preventable and environmental disease control and maternity services and family planning efforts. Areas of concern are epidemiologic activities; hospital, laboratory and physician surveillance and liaison; and lay and professional education. In addition to performing the duties of Assignment Level I, performs tasks such as the following:

Examples of Typical Tasks

Provides guidance to Public Health Advisers, Assignment Level I, in interviewing and case management techniques.

Is involved in training of new employees in the areas of clinic operations and community investigative techniques. May evaluate employees' performance and discuss these evaluations with their supervisors.

Reviews case data and investigative reports and audits laboratory logs to determine disease trends and quality of clinic staff performance.

Assists educators in the planning of educational programs on the subjects of communicable/preventable and environmental disease control; conducts such programs in public, private and parochial schools, and for community groups.

Visits hospitals and laboratories to evaluate the quality of serologic and other testing, and the system for reporting positive test results to the Health Department, as required by law; if necessary, may give assistance in establishing such systems.

May provide diagnostic and treatment information to physicians requesting such information.

May assume the duties of the supervisor in his/her temporary absence to ensure the continuation of patient services.

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PUBLIC HEALTH ADVISER (HELP PROGRAM) (continued)**Assignment Level II** (continued)**Examples of Typical Tasks** (continued)

Provides advice and information in person to patients with communicable/preventable and environmental diseases, including, but not limited to, counseling patients before and/or after testing for such diseases; visits patient contacts or partners; makes appropriate referrals for services and shares results with appropriate members of a medical team.

Assists in identifying at-risk populations to be targeted for intervention services.

Supervises Screening Teams in schools, where they are performing primary vision and hearing testing and making appropriate referrals. Collects, reviews, and summarizes data generated by Screening Teams. Conducts on-site visits to evaluate Screening Teams and makes appropriate recommendations. Assists in the planning and implementation of special research projects.

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by twelve semester credits in health education, or in health, social or biological sciences; or
2. A baccalaureate degree from an accredited college, and six months of full-time satisfactory experience in a health promotion or disease intervention/prevention program, performing one or more of the following: interviewing, conducting community investigations, assessing health risks, making referrals, or collecting and analyzing epidemiological data; or
3. A four-year high school diploma or its educational equivalent, and four years of full-time satisfactory experience as described in "2" above; or

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PUBLIC HEALTH ADVISER (HELP PROGRAM) (continued)**Qualification Requirements** (continued)

4. Education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. However, all candidates must have a four-year high school diploma or its educational equivalent, and either twelve semester credits as described in "1" above or six months of experience as described in "2" above.

License Requirements

A Motor Vehicle Driver license valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of employment.

Additional Requirements

- A. To be assigned to Assignment Level II, candidates must have, in addition to meeting the minimum qualification requirements listed above, at least one year of experience as a Public Health Adviser, Assignment Level I, or at least one additional year of experience as described in Qualification Requirement "2" above.
- B. For certain assignments, satisfactory completion of training in phlebotomy or other necessary procedures is required. Certification in HIV counseling may be required for certain other assignments.
- C. Public Health Advisers are required to have an annual health assessment.

NOTE:

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into "Public Health Adviser (51191)" as permanent competitive class employees.