

PUBLIC HEALTH ADVISER (SCHOOL HEALTH) (HELP Program)

Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty in a school health program, ranging from basic case management to assisting supervisory personnel in the planning, organizing and conduct of health promotion activities. There are two Assignment Levels within this class of positions. All personnel perform related work and may perform duties in other public health programs, as required. 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, supports medical and/or professional staff in schools by performing health-related duties, applying disease control and/or health promotion principles and methods, including interviewing, investigation, case management and referrals; reviewing epidemiological data; and conducting health risk assessments.

Examples of Typical Tasks

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. Documents observations appropriately on medication logs and students' medical records. Observes that students' equipment is functioning and being used properly; and maintains adequate and secure storage of all medications.

Collects and transmits medical information from assigned schools to the central Health Department office. May make written reports and oral presentations for program evaluation purposes. Creates and updates school health records.

Assists physicians in the preparation for and performance of physical examinations.

Performs simple first aid and Cardio-Pulmonary Resuscitation (CPR) tasks. May perform health related procedures including collecting medical samples for diagnostic purposes (e.g., phlebotomy, sputum samples); may perform laboratory tests; may administer tests and prepare blood for analysis; may administer vaccines. Receives training to perform these procedures.

PUBLIC HEALTH ADVISER (SCHOOL HEALTH) (HELP Program) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

May provide information on the telephone, make appointments and make follow-up calls.

May interview patients and their families; may make field visits to students' homes.

May perform the duties of Public Health Adviser (51191), Assignment Level I, as required.

Assignment Level II

Under general supervision, with latitude for independent judgment, initiative and unreviewed action and decision, assists supervisors and staff in the planning, organizing and conduct of health promotion activities in a school health program. In addition to performing the duties of Assignment Level I, performs tasks such as the following:

Examples of Typical Tasks

Supervises Screening Teams, which perform primary vision and hearing testing, and make appropriate referrals. Collects, reviews, corrects, summarizes and analyzes statistical data generated by Screening Teams. Conducts on-site visits to evaluate Screening Teams and makes appropriate recommendations.

Verifies that regional inventory of vision and hearing equipment is up to date and that equipment is in good working condition.

Assists Public Health Nurses (School Health) with the interpretation of School Health Program policies and procedures for parents, teachers and students.

Assists in the planning and implementation of special research projects and in the planning of educational programs on disease control. Conducts such programs.

Provides guidance and training to Public Health Advisers (School Health), Assignment Level I and School Health Team staff. May evaluate the performance of this staff.

May perform the duties of Public Health Adviser (51191), Assignment Level II, as required.

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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 field 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
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.

PUBLIC HEALTH ADVISER (SCHOOL HEALTH) (HELP Program) (continued)

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 (School Health), 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.
- C. Public Health Advisers (School Health) 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 Advisor (School Health) (51195) as permanent competitive class employees.