

JOB ANNOUNCEMENT

Position Is Based on Grant Funding

This position requires bilingual Spanish speaking/reading skills.

POSITION: OUTREACH AIDE

Posting# 995141-0414md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire

STARTING SALARY: Step 14, \$12.55 per hour (plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: April 4, 2014

CLOSING DATE: *Open until filled

*All applications received by April 18, 2014, will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under supervisory direction, provides health education through groups and individual presentations and provides outreach of the wellness clinic into the community.

DUTIES INCLUDE:

Conducts community classes and helps to organize health fairs.

Maintains accurate records of cancer/wellness clients.

Provides education on health issues including teaching classes under nursing supervision.

Markets wellness services throughout the community.

Coordinates with supervisor to review appropriate services and makes appropriate referrals to community resources as needed.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: departmental policies, procedures, and standards and of laws relevant to work performed; the dynamics of child abuse, neglect, and domestic violence.

Skill in: written and verbal communication; the proper use of grammar, spelling, and punctuation; dealing with psycho-social issues;

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; work as part of a team; coordinate multiple tasks efficiently and effectively; to relate to adults and children; teach simple concepts concerning families and child care development.

REQUIREMENTS FOR EMPLOYMENT:

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. High school diploma or equivalent and one (1) year of work experience that includes reporting and client services activities. **This position requires bilingual Spanish speaking/reading skills.**

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSING: Incumbent must possess a valid current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

