

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OUTREACH AIDE
CLASS CODE: 5141

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 03/11/2014
DEPARTMENT: HEALTH

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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.

Attends regular staff meetings, in-service training, and other meetings as requested.

Serves as client advocate as needed.

Makes appropriate medical referrals under supervision of a registered nurse.

Disseminates general health education information for the various nursing programs.

Coordinates public relations activities as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: departmental policies, procedures, and standards and of laws relevant to work performed; the dynamics of wellness and health promotion; community resources.

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 cancer/wellness topics.

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PAGE 2

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; drives a motor vehicle and travels into the community to promote services in the cancer/wellness clinic.

Occasionally: lifts or otherwise moves objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, classroom, or various community/clinic/fair settings.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and one (1) year of work experience that includes reporting and client services activities.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.
- Selected applicants may be subject to, and must pass, a full background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.