

HEALTH PROGRAM REPRESENTATIVE INTERMEDIATE

KIND OF WORK

Advanced professional public health program work.

NATURE AND PURPOSE

Under general supervision, authorizes and monitors health care service providers; investigates complaints against persons licensed, registered or certified by the health department; locates, notifies and counsels persons affected by communicable disease; assists in epidemiological studies; monitors the prevalence and educates in the treatment and prevention of disease and performs other non-supervisory health program duties with a minimum of specific direction; performs related work as required.

This classification differs from the classification of Health Program Representative Senior in that Health Program Representative Senior positions handle the more difficult, sensitive and/or complex issues and cases which frequently require specialized technical expertise/training, operate independently on issues where less direction is provided through laws, rules, regulations and procedures, provide recommendations on policy, procedure and program development and implementation, may be independently responsible for a public health program which has statewide impact and may provide leadwork direction to other employees.

This classification differs from positions allocated to the Health Educator series in that the primary focus of Health Educator positions is public education on health issues and health risk factors.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Inspects licensed life support transportation services to ensure compliance to applicable laws so that continued compliance with laws and license provisions can be maintained and complaint issues can be investigated and addressed by conducting on-site inspections, documenting findings, monitoring radio transmissions, and through knowledge of appropriate laws, rules, policies and procedures.

Advises ambulance services, emergency care training institutions, health care facilities, public safety agencies, local and regional planning organizations and the public regarding pre-hospital emergency care so that quality health care standards can be maintained and promoted by providing specialized training workshops, loaning emergency medical care training equipment to training institutions and administering examinations to emergency medical care training program graduates.

Authorizes vendor contracts and monitors compliance of program vendors to laws and program requirements so that program activities can be implemented and services delivered by reviewing vendor applications, determining vendor program participation eligibility, monitoring contract compliance through on-site visits, and providing technical program information to vendors.

Monitors state grant recipients who contracted to plan and implement community-based health promotion programs so that contractual agreements are met and programs are implemented by advising contractors on conducting needs assessments, designing, implementing and evaluating health promotion activities, reviewing community health program quarterly activity and budget reports and maintaining documentation of compliance to grant requirements.

Interviews and counsels persons infected with serious communicable diseases on actions to take to prevent the spread of the disease so that the transmission of the disease can be interrupted or prevented and so that the affected persons can be treated by providing educational information on the communicable risks, complications and treatment of the disease and referring individuals diagnosed with or at risk of communicable disease to medical evaluation, treatment or health programs.

Identifies, locates, notifies and refers persons affected by interaction with persons, materials or equipment known to be infected with a communicable disease by interviewing known individuals with positive test results for diseases, investigating resources to determine possible locations and identities of infected or at-risk individuals and their associates, counseling and educating the individuals on the risks of the disease and proper health care measures and referring the affected individuals to health treatment sources.

Consults with physicians, health professionals, and the public on the medical, epidemiologic, and preventative aspects of communicable diseases so that current information on communicable disease treatment and actions is available by presenting workshops and seminars and responding to requests for advice and information.

Facilitate the implementation of a statewide surveillance system for communicable diseases so that disease incidence and prevalence can be monitored by receiving and evaluate reports of cases of disease from medical laboratories, confirming diagnosis and entering the data into the surveillance system, producing summaries of disease incidence, and identifying outbreaks of disease indicated by reported data.

Assists Epidemiologists in conducting epidemiological investigations of disease outbreaks so that the source can be identified and appropriate control measures can be initiated by conducting on-site and telephone interviews with physicians, health professionals, case-patients and control subjects, completing report forms assisting in coding and analysis of data collected, and reviewing and assisting in editing outbreak reports prior to publication.

Presents health program information to educate the public and program participants on a health program and its functions and to promote the health program's effectiveness or to decrease the incidence of disease reoccurrence by disseminating health educational materials, and presenting health program information to individuals, organizations and groups.

Documents interviews and activities so that cases can be monitored and evaluated by completing required forms and reports.

KNOWLEDGE AND ABILITIES REQUIRED

Knowledge of:

Epidemiology sufficient to advise program participants on communicable diseases, assist in epidemiologic studies, edit research and documents.

Program law, rules, regulations, policies and procedures sufficient to conduct on-site inspections for compliance to program requirements, provide technical program information and monitor grant and contract agreements.

Public health theory, principles and practices sufficient to advise and consult with health professionals.

Scientific investigation and research techniques sufficient to assist in epidemiological studies, suggest data collection methods, conduct needs assessments, record and analyze scientific data, monitor disease incidence and identify disease outbreaks.

Interviewing and counseling techniques sufficient to handle complex data gathering interviews on sensitive issues related to communicable disease and public health issues and refer affected individuals for appropriate treatment.

Medical terminology sufficient to interpret medical information and communicate effectively with health professionals.

Ability to:

Analyze vendor and grant contracts sufficient to advise, monitor grant recipients or vendors for compliance to program requirements.

Communicate effectively, both orally and in writing, sufficient to present health information to community groups, gather information and cooperation from individuals, community organizations, health professionals and the public to facilitate program objectives, document research findings and compose correspondence.

Health Program Representative, Intermediate

Class Specification

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Establish effective working relationships with health care facilities staff, health professionals, contract vendors, grant recipients and the public sufficient to educate and advise on program requirements, gather information on sensitive public health issues and refer individuals to appropriate resources.

Investigate, organize, analyze and interpret data sufficient to compile logical, concise reports and documents and recommend actions.

Draft correspondence, documents and reports sufficient to convey complex and specific program information, study results, and compliance requirements.

Est.: 2/14/73 T.C.:

Rev.: 5/11/92 Former Title(s):