



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: JANUARY 4, 2019**

**CLOSING DATE: JANUARY 18, 2019**

**TITLE: OUTREACH WORKER**

**GRADE: 108**

**DEPARTMENT: PUBLIC HEALTH**

**BARGAINING UNIT: AFSCME C/T**

**ENTRY RATE: \$10.38/ HOUR \$20,241/YEAR HOURS PER WEEK: 37.5**

**Evening and weekend work may be required.**

**Alternate work schedule will be applied.**

**Must have use of personal vehicle.**

**\*GRANT RENEWAL STRONGLY ANTICIPATED**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

**DEFINITION OF CLASS:**

This is non-professional work in providing personal care services to outpatients in their homes, health department clinics, and other appropriate sites. The non-professional work also includes being a proponent of the services offered by the Health Department and community health clinics. Program involvement may include tuberculosis (TB), sexually transmitted diseases (STDs), and childhood immunizations, with frequent local travel.

The employee works under the supervision of the professional staff to relieve the professional staff of travel requirements and observe medication ingestion routine developed by the TB program. The employee may be involved in immunization, TB and STD contact follow up, and arranging clinic visits. The employee may be involved in outreach such as preparation and attendance at health fairs.

**DUTIES & RESPONSIBILITIES:**

- Delivers tuberculosis medications to tuberculosis patients and observes the ingestion of the medication.
- Assists in tuberculosis clinic operations to secure data from patients.
- Records patient and clinic data as required by the nursing staff.
- Reports to the TB nursing staff any deviation from routine in observed ingestion of medication.
- Notes and reports changes in condition of patient to the nursing staff.

- Completes and submits monthly activity TB report.
- Reviews client's records for CXR pick-up, arranges for pick-up and delivers to ECDH in timely fashion.
- Purchases miscellaneous items needed for TB program, related to medication administration.
- Screens immunization records and identifies recommended vaccines.
- Conducts home visits to parents/guardians of children delinquent in immunizations to educate them on importance of immunizations.
- Schedules clients for immunization appointments.
- Promotes prenatal care, maternal health and immunizations to community residents.
- Assists with reports and follow-up notices to tuberculosis patients and immunization clients. Transports clients to clinic, laboratory or hospital occasionally.
- Finds contacts of TB and STD clients, alerts them of possible exposure and facilitates their attending appropriate clinics for treatment.
- Distributes educational materials in the community, including health fairs.
- Meets with community residents, one-on-one or in groups, to explain preventive health concepts as they relate to TB, STDs, immunizations and childhood diseases.
- Assists with immunization assessment of private and public immunization practices.
- Performs related work as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a description of all the work requirements that may be inherent in the job.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of methods and techniques involved in medication administration.
- Knowledge of the principles and practices of maintaining a safe, clean and healthy environment.
- Knowledge of the Erie minority community.
- Knowledge of community agencies.
- Ability to work effectively as a team member.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain a working relationship with other employees, the public and individual clients.
- Ability to handle difficult situations tactfully and smoothly.
- Ability to maintain confidential information.
- Ability to use specialized computer programs for TB and immunization data entry, storage, and retrieval.
- Ability to meet the physical requirements necessary to perform the work.

#### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Possession of a high school degree, plus one year of experience assisting a nurse or physician in a doctor's office or clinic or one year of paid experience in a health care setting; or any combination of related experience and training.

#### **NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid Pennsylvania driver's license and access to a vehicle on a daily basis or the ability to obtain appropriate transportation necessary to perform the duties of the position.

#### **CONDITION OF EMPLOYMENT:**

Prior to employment, the selected candidate will be **required** to obtain, at their own expense, 3 forms of clearance, including:

1. PA State Police Criminal History Record Check
2. PA Child Abuse History
3. FBI Criminal History Background Check including finger printing

This pre-employment requirement also applies to all county employees exercising their bidding/bumping rights.