

HEALTH PROGRAM REPRESENTATIVE

KIND OF WORK

Entry professional public health program work.

NATURE AND PURPOSE

Under general supervision, administers health program duties, interviews, trains and monitors participants in a health program, study or project; reviews, verifies and corrects health program data; performs related work as required.

This classification differs from the classification of Health Program Aide in that the Health Program Aide positions perform paraprofessional duties associated with a health program, which may include administering a registration or certification process or assisting epidemiologists in epidemiological studies.

This classification differs from the classification of Health Program Representative Intermediate in that Health Program Representative Intermediate positions perform non-supervisory health program duties with a minimum of specific direction.

This classification differs from the classification of Health Educator 1 in that Health Educator 1 positions primary focus is on public education on health issues and 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.)

Identifies, locates, notifies and refers individuals diagnosed with or at risk of injury, chronic or communicable disease to medical evaluation, treatment or health programs by interviewing known individuals with positive test results for diseases, investigating resources to determine possible locations of individuals and their associates, educating the individuals on the risks of the disease and proper health care measures and referring the affected individuals to health treatment sources.

Interviews health program vendors, participants or persons at risk of disease so that the health program information can be gathered, analyzed, disseminated and monitored by scheduling interviews, discussing program materials, educating the individual or vendor representative on program use or health risk issues and through the ability to communicate effectively.

Analyzes reported information and records necessary changes on licensed and/or certified health care facilities so that information received is in compliance with state and federal regulations by examining the information submitted for completeness, recording deficient information and documenting any necessary changes.

Schedules health care facility surveys to ensure documentation required for recertification of health care facilities is collected and recorded accurately and timely according to state and federal regulations by reviewing the regulations that dictate the survey schedule requirements, organizing and maintaining a survey schedule according to the requirements and recording and monitoring the required recertification dates.

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

Assists Epidemiologists in conducting epidemiological studies so that studies can be implemented effectively by gathering data, monitoring research methods, interviewing study participants to obtain required information, and reviewing and coding collected information.

Presents health program information to educate individuals and groups so that program participants understand the health program and its purpose and activities 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.

KNOWLEDGE AND ABILITIES REQUIRED

Knowledge of:

Public health principles sufficient to assist with epidemiological studies, analyze public health information, explain public health programs and issues and present information on public health issues to individuals and groups.

Public health program laws, rules, regulations, policies and procedures sufficient to analyze complex medical data and reports to determine program compliance or program impact.

Scientific research methods sufficient to assist in epidemiologic studies, select and prepare data and perform statistical analysis.

Ability to:

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.

Communicate effectively, both orally and in writing sufficient to effectively and sensitively communicate medical and epidemiological information and concepts, advise and consult with health care providers and the public and educate on public health issues.

Health Program Representative

Class Specification

Page 3

Organize work sufficient to ensure timely application and compliance surveys are completed and study timelines are met.

Establish working relationships with agency employees, community groups, media and the public sufficient to promote public health programs, facilitate program goals and objectives and ensure program compliance.

Est.: 12/14/67

Rev.: 5/11/92

T.C.:

Former Title(s):