

## **SNOHOMISH HEALTH DISTRICT POSITION DESCRIPTION**

<b>Classification:</b>	Community Health Outreach Worker II
<b>Title:</b>	Community Health Outreach Worker II
<b>Position:</b>	224, 331
<b>Division:</b>	Communicable Disease Services
<b>Program:</b>	Tuberculosis Control
<b>Effective Date:</b>	January 1, 1998

### **Definition:**

A paraprofessional who reports to the Communicable Disease Program Manager and is responsible for assisting the program professional staff with the coordination of care for clients being seen by the Tuberculosis Control Program.

### **Job Location and Equipment Utilized:**

Work is performed indoors in a variety of settings and requires considerable driving.

### **Examples of Work Performed:**

- Observes the taking of prescribed medication to stable clients unable to access the Tuberculosis Clinic. Documents the observed medication ingestion by the client on the client's medical record.
- Phones clients to make appointments and under the direction of the nursing staff, obtains responses to the "Monitoring of Drug Side Effects" questionnaire.
- Picks up x-rays at contracted sites, local hospitals or physicians' offices as needed.
- Provides support services for PPD clinics held outside the Health District buildings.
- Under the direction of the nursing staff, provides transportation on a limited basis for clients unable to access the Tuberculosis Clinic when no other form of transportation can be found.
- Prepares sputum containers with labels and postage and mails containers as needed.
- Delivers sputum containers to patients, reviews with patient the instructions for collection of the specimen and documents this in the medical record.
- Attempts to locate clients in the community who do not respond to letters requesting them to come to Snohomish Health District.
- Accompanies nurses on home visits when advisable for second person to be present.
- Picks up and delivers information/supplies.
- Copies information.
- Assists clients to access other services under the direction of the nursing staff.
- At the request of the TB program staff, witnesses patient signature on consent form(s).
- Accompanies nurses and other staff on home visits when requested.
- Reviews Home Visit Schedule daily for changes and seeks clarification from nursing staff if assignment is unclear.

- Discusses with the Program Manager schedule concerns, time constraints or limitations as need arises or anticipated changes arise.

***Associated Duties:***

- Performs other related duties as requested by the Program Manager, Lead PHN or Community Health Administration.

***Required Knowledge, Skills and Abilities:***

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Requires ability to follow oral and written instructions and to use a map.
- Requires ability to understand cultural differences and relate these to health care personnel.
- Requires ability to establish and maintain effective working relationships with staff, District officials, colleagues, professionals and the public.

***Required Physical Traits:***

- Requires ability to be on one's feet, standing, walking, climbing stairs and bending for moderate periods of time.
- Requires ability to carry equipment and other materials weighing approximately 25 pounds.
- Requires ability to drive an automobile for considerable periods.
- Requires ability to utilize a telephone.

***Qualifications:***

- Requires a high school diploma or equivalent supplemented by one year of relevant work experience OR any combination of education and experience to demonstrate competency.
- Fluency in a foreign language is desirable and may be required for certain positions.

***Special Requirements:***

- Requires a valid Washington State Driver's License and a driving record acceptable to the District's insurance carrier.
- Requires Washington State Patrol background check.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.