

LOCAL HEALTH PERSONNEL JOB DESCRIPTION DRAFT

CLASS TITLE: Senior Resource Person	
TITLE CODE: 2207	SERIES: Medical Services Support
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$8.90-\$10.93 GRADE: 10 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Program Coordinator or other appropriate staff	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for providing outreach, visits to homes and other sites promoting services, scheduling appointments and follow-up services to pregnant teens through a referral network to assess their needs, address their concerns and offer assistance in area resources.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two (2) years experience in public health or in other responsibilities where the knowledge and skills required can be demonstrated.

SUBSTITUTION CLAUSE: None

EDUCATION: None

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) Possess a valid motor vehicle operator's license

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Visits patients or potential patients in their home or other appropriate settings to explain services, assists clients in making transportation arrangements to receive services, initiates contacts regarding speaking opportunities and distributes program materials and parenting information within the community, follow-up by letter, phone call, or home visit on missed appointments or referrals, serves as teacher, role model, reinforcer, friend, companion and facilitator to clients, may conduct initial interview with patient obtaining factual information from the patients, provides support and encouragement to patients and assists in resolution of special problems, may assist in the provision of services to the patient for services such as Aging, Well Child, Family Planning, TB screening, and maintains close contact with appropriate support and supervisory staff. Serves as mentor to other Resource Persons.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in community and home settings.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 3/27/95

DATE OF LAST REVISION: 6/11/12

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.