

Community Health Program Representative

University of California, Los Angeles
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Class Specifications - H.70

Community Health Program Manager - 9322
Community Health Program Supervisor - 9323
Senior Community Health Program Representative - 9324
Community Health Program Representative - 9325
Assistant Community Health Program Representative - 9326

SERIES CONCEPT

Community Health Program Representatives implement, coordinate, review, and/or help plan a variety of community health or nutrition programs in community service and/or health care delivery units; and perform other related duties as required.

Incumbents typically work with the community in areas such as health education, family planning, nutrition, alcoholism, drug abuse, public health studies and criminal behavior; work closely with various cultural elements in the community such as minorities, youth, low-income families, senior citizens, or persons who have chosen alternate life styles; work with governmental and private agencies to develop better communications between groups and also to provide information about health care services; develop resources in the community through education and/or training; schedule and conduct individual/group sessions in basic health/nutrition concepts; identify individual, family, home or community conditions needing improvement and communicate these needs to appropriate individuals or groups for correction; recruit and enroll educational program participants; and arrange for therapeutic treatment of individuals as necessary.

This series is differentiated from the Clinical Social Worker series in that incumbents are not involved in accomplishing an acceptance or modification of behavior or attitude of clients with physical, emotional, or social problems. This series is differentiated from the Social Work Assistant series in that the programs involved have a community outreach emphasis rather than providing tangible services (temporary housing, medical appliances, and filing for benefits) to patients.

CLASS CONCEPTS

Community Health Program Manager

Under general direction, incumbents manage a specialized health services, education, nutrition, or prevention program in an inpatient, outpatient, community, and/or residential setting. Incumbents are typically responsible for coordinating all management/administrative activities and for facilitating communications between medical or technical and other personnel; direct and supervise other community health program representatives and/or health services personnel; participate with the program chief and/or professional personnel in long-range planning and in establishing, implementing, and evaluating service programs; consult with selected agencies and groups to improve the delivery of services to the

community; develop budget forecasts; investigate and negotiate with funding sources; and plan physical resource requirements.

Community Health Program Supervisor

Under direction, incumbents supervise the operation of a major unit or component of a large and complex health care services or community service program, or supervise the operation of a smaller, less complex program; coordinate services and serve as liaison with other components, units, or outside agencies providing related services; oversee the day-to-day functioning of the unit, implementing, executing, and refining operations; compile statistics and prepare reports; and oversee administration of budget and other operations. This is the full supervisory level in the series and incumbents are assigned the responsibility to interview, select, train, evaluate, and discipline lower level Community Health Program Representatives.

Senior Community Health Program Representative

Under general supervision, incumbents independently coordinate a small program with little or no assigned supervisory responsibility, or serve as lead workers in a large program with responsibility for training and assigning work, and providing advice/direction to lower level Community Health Program Representatives; assist clients in handling apparent health, nutritional or social problems; make appropriate referral in cases of complex problems or client resistance; prepare and disseminate information regarding programs and services to appropriate community groups; work with community groups to identify needs and communicate those needs to professional personnel; assist in organizing and providing education services to the community; and develop and maintain a complete file of referral resources and refer clients to other medical, social service, or community agencies as required.

Community Health Program Representative

Under supervision, incumbents identify and understand the social, health or homemaking needs of the client and communicate those needs to professional personnel; know how/when to refer clients and have knowledge of available resources; prescreen clients for admission to programs; interview and/or orient individuals and groups; conduct classes to help clients acquire knowledge and skills in basic nutrition or family health; schedule laboratory tests and medical appointments; maintain records; may interact with the health care community to obtain epidemiological data and public health information; and may perform some clerical duties.

This is the journeylevel class in the series where a majority of positions are allocated. At this level the classes conducted and advice offered by "nutrition educators" are more varied and in greater depth than is characteristic of the lower Assistant Community Health Program Representative class.

Assistant Community Health Program Representative

Under close supervision, incumbents become familiar with community resources and/or basic life principles; are trained to provide information to clients regarding services; and become aware of available health services and current methods and techniques used in providing services to clients. In a nutrition program, incumbents recruit, enroll, and teach basic nutrition and related subjects to individuals or small groups in a home setting.

This class is the entry level for the series and incumbents are normally expected to advance to the operational level. Certain positions, however, may be permanently classified at this level when

incumbents assist patients through clinics; physically assist community members with such services as shopping, homemaking, budgeting, and child care; store and maintain supplies; and maintain patient areas.

MINIMUM QUALIFICATIONS

Community Health Program Manager

Completion of two years of college with a major in a behavioral science or related field and three years of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Community Health Program Supervisor

Completion of two years of college with a major in a behavioral science or a related field and two years of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Senior Community Health Program Representative

Graduation from high school or a General Education Diploma and two years of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Community Health Program Representative

Graduation from high school or a General Education Diploma and one year of experience in a health or social service field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Assistant Community Health Program Representative,

Graduation from high school or a General Education Diploma and demonstrated interest in the delivery or health or social services; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.