



Marion County
Bilingual Public Health Worker 2 - Public Health Clinic

SALARY	\$18.29 - \$24.46 Hourly	LOCATION	Salem, OR
JOB TYPE	Full-time Regular	JOB NUMBER	550-2023-2
DEPARTMENT	Health and Human Services	DIVISION	HHS - PH - Clinical Preventive Svcs
OPENING DATE	03/27/2023	CLOSING DATE	Continuous
FLSA	Non-Exempt	BARGAINING UNIT	06

This recruitment has been reopened for additional applicants and will remain open until filled. If you have already applied for recruitment #550-2023-2, you do not need to reapply. New applicants are encouraged to submit applications as soon as possible as this recruitment may close at any time without further notice.

Marion County Health and Human Services is in search of an experienced bilingual Spanish language Public Health Worker to join its Public Health Clinic Team. The ideal candidate will enjoy serving a diverse client population in busy clinic and outreach settings to assure that:

- Infants, children, and adults are protected against vaccine preventable diseases.
- All sexually active individuals understand how to protect themselves against sexually transmitted infections and have ready access to testing, counseling, treatment, and case management services if they are at risk for sexually transmitted infections.

Have you experienced working in a fast paced clinic setting as a critical part of a committed team of health professionals and enjoy serving as a key time manager to assure that clients receive an efficient caring experience? Do you possess an ability to multi-task in a medical clinic setting to assure the clinic runs smoothly, efficiently, and accurately? Do you want to be part of a dynamic team that promotes disease prevention? Do you enjoy serving as a bridge to healthcare for Spanish speaking clients? Are you an excellent communicator who is committed to lifelong learning?

If this sounds like you, please submit your application. This could be the beginning of a great career in Public Health!

GENERAL STATEMENT OF DUTIES

Assures the health and social service needs of a specific population are being met primarily through clinic visits, and visits to other agencies and social services resources; refers clients to appropriate resources, advocating to obtain required services as necessary, and providing information and education on health-related issues; may act as an interpreter for clients; performs other duties as required.

SUPERVISION RECEIVED

Works under the general direction of a health services professional and/or supervisor, who assigns work, establishes goals and reviews the results obtained for overall effectiveness.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this class.

Typical Duties - Duties include, but are not limited to the following

This position provides services to monolingual Spanish-speaking clients; therefore, fluent bilingual Spanish/English verbal and written skills are required.

- **Under the direction of a Public Health Nurse working in STI and Immunization Clinics:**
 - Rooms patients
 - Performs health screening: height, weight, urinalysis, pregnancy tests, and blood pressure.
 - Supports clients during phlebotomy procedures and performs phlebotomy
 - Conducts designated client interviews and obtain pertinent medical and social information.
 - Completes related charting in a timely manner.
 - Assists in maintaining clinic flow by placing clients in exam rooms, setting up supplies needed for exam rooms, and keeping exam rooms stocked and ordering supplies as needed.
 - Organizes and orders clinic pamphlets, client handouts, and medical supplies.
 - Unloads, unpacks and stocks supplies in a safe manner.
 - Performs daily quality controls of lab equipment. Monitors and records refrigerator temperatures.
 - Assists with proper cleaning and decontamination of lab and exam rooms.
 - Packs lab specimens for shuttle transport according to Biohazard standards.
 - Documents outgoing labs
 - Contact clients for needed follow-up as directed by nurse or provider.
 - Maintains follow-up testing list and sends out scheduled reminders.
 - Assists with Spanish interpretation as needed.
 - Drives vehicle for errands as needed for supplies, lab specimens or for special projects.
- **Provides Human Immunodeficiency Virus (HIV) Services per Center for Disease Control, State, and Local policy to include:**
 - Conducts HIV pretest and post-test counseling and provides information for the prevention of HIV and STIs.
 - Unloads, unpacks and stocks supplies in a safe manner.
 - Provides referrals to HIV case management, STI, Alcohol & Drug, Mental Health, and community services.
 - Collects specimens per rapid testing procedures as certified or performs a blood draw.
 - Documents counseling and testing according to state and county guidelines.
 - Reports HIV positive cases to HIV coordinator and the supervisor.
 - Collaborates with the HIV Coordinator regarding partner notification.
 - Provides educational information on HIV transmission, STIs, safer sex practices, proper care and cleaning of equipment, and drug treatment resources to intravenous drug users.
- **Under the direction of a Public Health Nurse provides Perinatal Hepatitis B Case management services per current Perinatal Hepatitis B Policy and Procedure**
 - Enrolls client in Perinatal Hep B tracking sheet
 - Provides case-management based on activity due dates and records progress in ORPHEUS
 - Sends letters to families, providers and hospitals according to recommended interval
 - Uses ALERT to track vaccine and testing progress
 - Completes required data entry in a timely manner
- **Under the direction of a Public Health Nurse for communicable disease prevention**
 - Prepares specimen kits for distribution.
 - Provides Spanish Interpretation services.
 - Performs Phlebotomy Services in all Communicable Disease Programs.
 - Assists with Bicillin Project paperwork and delivery
- **Manages the clinic supply inventory for the PH Clinic**
 - Maintains adequate inventory of clinic supplies

- Looks up best pricing from approved vendors
- Prepares order requests and obtains approval signature
- Orders Supplies if appropriate service codes
- Keeps track of purchase requests, packing slips and invoices
- May drive to local stores to purchase supplies
- Ensures supplies stocked in an orderly, safe manner for easy access by employees.
- Ensures rotation of Emergency Preparedness inventory supplies
- Performs other job duties as assigned by your supervisor

Response Level 2: In the event of an emergency, employee makes a reasonable effort to report to work. Employee may be required to perform duties outside of their regularly assigned duties. Employee may be requested to work an extended or flexible schedule. Staff at this response level must complete Incident Command System 100 and 700 on-line or in-person training.

Requirements for the Position

EXPERIENCE AND TRAINING

1. Graduation from high school or GED; AND
2. Two (2) years of experience working with the culture of the client population served by the position; OR
3. Two (2) years of college training in health occupations or social sciences; OR
4. Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

SPECIAL REQUIREMENTS

- This position provides services to monolingual Spanish-speaking clients; therefore, fluent bilingual Spanish/English skills are required. An additional 5% will be added to the hourly wage as compensation for this skill. Finalist will be required to pass a **verbal and written** Standardized Language Fluency Assessment as part of the hiring process.
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position will be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This position may be subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).
- This is a safety sensitive/special needs position. Final candidates selected for this position will be required to pass a pre-employment drug screen, including testing for marijuana. The Marion County Drug and Alcohol Use and Testing Policy can be found at: <http://apps.co.marion.or.us/APAP/policy.aspx?p=policy&pid=518>.
- This assignment is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday through Friday, 8:00 am - 5:00 pm, with flexibility depending upon the needs of the department and program.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the culture of the clients being served; or training in the field of health, social sciences, psychology, or substance abuse.

Ability to understand and carry out directions and instructions; maintain confidences; interest and skill in providing services to people; work hours conducive to reaching the identified population, which may include evenings and weekends; establish and maintain cooperative working relationships with clients, coworkers, and other agencies; read and write English; may be required to speak the language of the population being served; make fact-based independent decisions within the employee's assigned scope of practice.

PHYSICAL REQUIREMENTS

Operate a motor vehicle; sees using depth perception; stands; sits; moving about work area; bends forward; reaches

overhead; lifts, carries, pushes, and/or pulls up to 30 lbs.; moves carts weighing up to 30 lbs.; operates keyboard; speaks with a clear and audible voice; reads 12 point font; distinguishes colors and shades; hears normal level of speech and blood pressure sounds; may work in uneven areas; works in areas that may be exposed to heat, cold, noise, and chemicals (rare exposure to alcohol antiseptic and disinfectant).

PUBLIC SERVICE LOAN FORGIVENESS

Marion County is a qualifying public employer for the Public Service Loan Forgiveness Program. Through the Public Service Loan Forgiveness Program, full-time employees working at the County may qualify for forgiveness of the remaining balance on Direct Loans after 120 qualifying monthly payments under a qualifying repayment plan. Questions about your loan eligibility should be directed to your loan servicer or the US Department of Education.

VETERANS' PREFERENCE

Applicants are eligible to use Veterans' Preference when applying with Marion County in accordance with ORS 408.225, 408.230, and 408.235 and OAR 105-040-0010 and 105-040-0015. Preference will be awarded only if the applicant meets the minimum requirements of the position and attaches the required documentation at the time of application.

DOCUMENTS REQUIRED FOR VETERANS' PREFERENCE

- One of the following:
 - MEMBER COPY 4 of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); OR
 - Letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension; OR
 - Certification that discharge or release from active duty under honorable conditions will take place not later than 120 days after the submission of the certificate.

- In addition to one of the above documents, Disabled Veterans must also submit one of the following:
 - A copy of their Veterans disability preference letter from the Department of Veterans Affairs; OR
 - Certification that medical separation from active duty under honorable conditions will take place not later than 120 days after the submission of the certificate.

You can request copies of your military service record through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>

Marion County is an Equal Opportunity, Affirmative Action, Veteran and Disability employer committed to increasing the diversity of its workforce.

Agency

Marion County

Address

PO BOX 14500

Salem, Oregon, 97309

Phone

(503) 566-3949

Website

<https://www.co.marion.or.us/HR/Pages/jobs.aspx>

Bilingual Public Health Worker 2 - Public Health Clinic Supplemental Questionnaire

***QUESTION 1**

To receive credit for your supplemental questions, your answers must be supported by details in the education and/or work experience section of your application form. Do you understand this statement?

Yes

No

***QUESTION 2**

Select languages in which you are fluent.

English

Spanish

None of the above

***QUESTION 3**

Do you have a high school diploma or equivalent?

Yes

No

***QUESTION 4**

Indicate how many years of full-time employed or volunteer experience you have working with people regarding immunizations, HIV or sexually transmitted infections. (One year of work experience is equal to 2080 hours.)

Less than 1 year

1 year to less than 2 years

2 years to less than 3 years

3 years to less than 4 years

4 years to less than 5 years

5 years to less than 6 years

6 years to less than 7 years

7 years to less than 8 years

8 years to less than 9 years

9 years to less than 10 years

10 years or more

None of the above

***QUESTION 5**

Please note any direct clinical work you have done (i.e. Bp checks, interviewing patients, phlebotomy, specimen collection, charting, etc.)

***QUESTION 6**

Please note any lived or work experience you have had with diverse populations.

***QUESTION 7**

Please note any computer skills you have and the amount of time you have work with any programs noted. (i.e. Excel, EHRs, etc.)

***QUESTION 8**

Please describe any interpretation service you have performed. Include length of time if applicable.

***QUESTION 9**

Please specify the place(s) of employment where you gained the work experience listed in the previous question. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the work experience section of your application. "See resume" is not an acceptable answer.

* Required Question