



EMPLOYMENT OPPORTUNITY

PUBLIC HEALTH ASSISTANT (EDUCATOR) I/II Temporary/ Part time/ Non- Benefited

SALARY:

\$16.04-19.28 HOURLY, PUBLIC HEALTH ASSISTANT I

\$17.58-\$21.15 HOURLY, PUBLIC HEALTH ASSISTANT II

FILING DEADLINE

5:00 p.m., September 17, 2010

DUTIES AND RESPONSIBILITIES

The Public Health Assistant plans, implements, and coordinates programs such as tobacco, AIDS, environmental, high risk, child health and disability or other Public Health education or prevention programs; manages and provides services to a client caseload; works in clinics as assigned; and provides technical assistance to other Public Health staff. The major duties of the job include:

- Assess community needs related to area of assigned responsibilities.
- Implement Public Health program(s) in the community.
- Facilitate access to the program or system; manage and counsel clients in assigned caseload.
- Perform venipuncture or injections as determined by program guidelines and allowed by licensure.
- Develop and conduct public education and outreach; develop materials programs and presentations; target high risk populations and neighborhoods; prepare news releases in support of assigned program(s).
- Assist in research and prepare grant proposals and other funding source documents.
- Attend and participate in professional informational groups.
- Manage programs assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Licensed Vocational Nurse or Registered Nurse from an accredited college or university

Experience: PHA I - One year of Public Health experience is desirable.

PHA II – Two years of Public Health experience equivalent to that gained as a PHA I with Lassen County.

Licenses: Licensed Vocational Nurse or Registered Nurse authorized to practice in the State of California. Possession of, or ability to obtain, a valid California driver's license



SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to sit for an entry level written examination.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us> . It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit a required Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

 (530) 251-8320 

Opened September 1, 2010

GENERAL INFORMATION

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.