



EMPLOYMENT OPPORTUNITY

PUBLIC HEALTH PROGRAM ASSISTANT I/II/III

SALARY AND BENEFITS

I: \$17.25 - \$20.72 per hour, plus benefits package
II: \$18.06 - \$21.70 per hour, plus benefits package
III: \$19.79 - \$23.80 per hour, plus benefits package

FILING DEADLINE

5:00 p.m., February 1, 2020

DUTIES AND RESPONSIBILITIES

Under direction, the Public Health Program Assistant I/II/III will assist with planning, implementation and coordination of Public Health programs to include education and prevention, case management services for a client caseload, work in clinics as assigned, and provide technical assistance to other Public Health Staff. The major duties of the job include:

- Assist in the planning, organization, and coordination and delivery of public health programs.
- Perform clerical, secretarial, technical and administrative duties.
- Assess community needs related to area of assigned responsibilities.
- Facilitate access to the program or system; manage and counsel clients in assigned caseload.
- Interpret, apply, and explain program policies and procedures related to area of assignment; respond to individuals requesting services related to the program.
- Develop and conduct public education and outreach; develop materials, programs and presentations; prepare media releases in support of assigned program(s).
- Assist in research and preparation of program documentation and reports.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Public Health Program Assistant I:

High school degree or equivalent and three years of experience in public health or a health related field with at least one year of experience in a specific program area.

Public Health Program Assistant II:

Associates Degree in a related field or three years of experience in the position of Public Health Program Assistant I.

Public Health Program Assistant III:

Licensed Vocational Nurse with a valid License to practice in the State of California or three years of experience in the position of Public Health Program Assistant II.

May promote through series after meeting qualifications and recommendation of Department Head.

License: 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 participate in interviews.

HOW TO APPLY

An application is available in the Personnel Office at the address listed below or by visiting our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

☎(530) 251-8320☎

Opened December 18, 2020

☞ GENERAL INFORMATION ☞

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

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 after a post-conditional offer of employment is made. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

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.