

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: COMMUNITY OUTREACH REPRESENTATIVE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to act as the Community Outreach Representative of the Health Department by teaching the community the importance of preventative health care and planning outreach activities based on the TENNderCARE assessment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conduct the community outreach by planning outreach activities based on targeted areas and populations identified in the county community TENNderCARE assessment.

Effectively teach the importance of preventive health care to the community and participate in activities including health fairs, community events, and faith-based activities.

Maintain an accurate guide of available community resources.

Create and sustain constructive interpersonal relationships with other Health Department incumbents and community members.

Ensure confidentiality of patient records and information by careful handling of patient records, limiting access of patient records only to those persons employed by or assigned to local or regional clinics who require patient-specific information to perform their duties.

Ensure that scheduling and registration procedures protect confidentiality and that no interviews of a confidential nature are conducted in a manner in which they can be overheard by other patients or uninvolved staff.

Complete assignments in a timely, self-directed manner by effectively following oral and written instructions. As a need for clarification or problems arrive, responsible for immediately seeking clarification or assistance from the supervisor.

Maintain accurate records of contacted families for outreach events and of daily activities for weekly reports to the supervisor.

Uphold an appropriate work-related appearance by wearing suitable attire for the work setting and projecting a positive image through courteous and professional behavior.

Cooperate with co-workers by communicating in a positive manner, willingly and efficiently cover the work for others during lunchtime or other absences, responding courteously and volunteering useful information to provide assistance to others when they seek help, welcoming and putting new employees at ease during training, and working harmoniously with all staff members.

Responsible to provide input and take part in group decisions, offering helpful suggestions for improving work operations, promoting task accomplishment, and volunteering pertinent work-related information to other employees.

Respond and report immediately if called upon by local and regional supervisors as part of a coordinated emergency response by the health department.

Maintain attendance and punctuality by arriving at workstation before the scheduled time, notifying supervisor as quickly as possible when ill and clearly explaining the illness, never leaving or quitting working prior to scheduled quitting time without permission from supervisor, returning from meals and breaks at scheduled time, notifying supervisor if going to be late for work, scheduling vacation time and other special absences in accordance with leave policy, and using work time effectively.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School diploma or equivalent. Must have reliable transportation and valid TN driver's license. Must be available to work occasional evenings and weekends.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

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1. STANDING AND WALKING

Tasks: Surface:

Estimated Total Hours: ____ Maximum Continuous Time: ____

2. SITTING

Tasks:

Estimated Total Hours: ____ Maximum Continuous Time: ____

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs					
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. PUSHING/PULLING

Objects:

Height of hands above floor during push:

5. CLIMBING

Tasks:

Height:

Frequency:

6. BENDING/SQUATTING/KNEELING

Tasks:

Frequency:

7. REACHING

Tasks:

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"				
21-36"				

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		
Cold Temperatures		
Sudden Changes in Temperature		
Noise		
Fumes		
Cramped Quarters		
Cold Surfaces		
Hot Surfaces		
Sharp Edges		
Vibration		
Fluorescent Lighting		
Computer Monitor Screen Glare		

Inside Building	_____ % of time
Outside	_____ % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		
Jumping		
Lying on Back		
Lying on Stomach		
Twisting		
Sweeping/Mopping		
General Cleaning		
Handling Trash		

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes			
Grasp			
Fine Motor i.e.: writing, twisting hands or wrist, etc			



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date