



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Public Health Specialist  
\$20.08 per hour**

**Full benefits package including NYS Retirement**

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

**MINIMUM QUALIFICATIONS:** Either:

- A. A master's degree in Public Health, Health Education, Nursing, Human Services or Social Work, Education or a related field from a regionally accredited or New York State registered college or university; or
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with specialization in Public Health, Health Education, Nursing, Human Services or Social Work, Education or a related field and two years of experience in service coordination.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State Driver's License is required and must be maintained throughout employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for building partnerships and linkages with systems of care and families to promote preventative health services for children and families in Seneca County. The activities of the Public Health Specialist occur at individual, family, community and system levels dependent on specific responsibilities of the position. Work responsibilities may also involve case management or service coordination for families enrolled in the early intervention and preschool special education programs; and the performance of duties associated with various primary and preventative children and family based public health programs such as Lead Poisoning Prevention, Chronic Disease Prevention and Family Health (to include Maternal Child Health and Immunization outreach). The work is performed under the general supervision of the Director of Public Health and/or Deputy Director of Public Health. The incumbent does related work as required.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:  
**9/29/17, or until position is filled**

**FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....**

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

- Identifies clients in need of Early Intervention or Pre-School Program services, ensures timely evaluations are completed, and provisions of services are initiated timely in accordance to program regulations;
- Serves as a liaison for the Health Department and collaborates with community coalitions, various human service agencies and other community partners to promote healthy lifestyles, prevent disease and support safe and healthy environments for children and/or families;
- Works with local agencies, community coalitions, school districts and other key stakeholders to promote healthy communities and safe environments;
- Completes detailed reports and records related to programmatic responsibility including documentation of meeting minutes, and completion of work plan objectives;
- Assists in the design of program services and the development of strategies to address community health needs with a particular focus on reducing health disparities among children and families;
- Assists in the evaluation of primary and preventative public health programs and services for children and/or families;
- Provides case management and/or service coordination to children and families enrolled in Special Children's Services including Early Intervention and Preschool Special Education programs;
- Maintains Early Intervention and Preschool files and records as appropriate and in accordance with program regulations;
- Participates in public health preparedness activities as trained and assigned;
- Assists with and supports the work of the Community Health Assessment and Community Health Improvement Plan;
- Teaches classes, addresses or facilitates groups and participates in population based health initiatives as the community/regional level to improve health for children and families in Seneca County;
- Performs other required duties, as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the current Core Competencies for Public Health Professionals, good knowledge of child development and behavior principles and practices, good knowledge of State and Federal Laws pertaining to the Early Intervention Program and the Pre-School Program, ability to establish and maintain effective relationships with others working in the schools, governmental agencies, provider agencies, service providers and the general public, ability to communicate effectively both orally and in writing, ability to prepare detailed reports, ability to work on a computer and be familiar with various office based programs, ability to analyze data to identify trends, health problems, environmental health hazards, and social or economic conditions that adversely affect the public's health; ability to deliver linguistically and culturally appropriate information to target audiences including individuals; population groups, policy makers and governing bodies, using a variety of approaches; ability to maintain partnerships with key stakeholders and collaborates with community partners to promote the health of the population, good working knowledge of relevant federal, state, and local laws, codes and rules and regulations in particular pertaining to Chronic Disease, Community Health Assessment and Special Children's Services; ability to adhere to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.

If you are unable to apply on-line:

Applications May Be Obtained From And Returned To:  
Seneca County Personnel Office,  
1 Di Pronio Drive, Waterloo, NY 13165

**Issued: September 20, 2017**