REVISED AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Public Health Aide 2	CODE: 01042
	MAJOR AGENCIES: General Health Districts	JURISDICTION: County

FUNCTION: Under general supervision from public health nurse, physician or other administrative supervisor, greets, assists & advises persons concerning public health programs, schedules appointments, assembles, tears down & transports clinic equipment & maintains cleanliness of facilities; may assist physicians & public health nurses with routine health tests in migrant camps; may act as interpreter in clinic or migrant camps;

- PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Assists public health nurses in clinics by acting as receptionist for persons seeking public health services (e.g., greets persons; explains public health programs & procedures; provides patients with required forms; assists patients in completing required social, family & medical history forms; refers patients to appropriate public health nurse or physician; measures & weighs children; assists mothers to undress & dress children).	Knowledge of (1) public relations, (2) agency policy & procedures concerning public health services*, (3) interviewing*, (4) simple nursing practices & clinic equipment*; ability to (5) deal with problems involving several variables in familiar context, (6) add, subtract, multiply & divide whole numbers, (7) maintain accurate records, (8) answer routine inquiries from public concerning public health programs & procedures, (9) cooperate with co-workers on group projects.
2		Prepares required records & reports; prepares monthly inventory of medical supplies; assembles & tears down clinic equipment; transports clinic equipment; maintains cleanliness of facilities & clinic equipment.	Knowledge of 2*, 4*; ability to 5, 6, 7.

(34)

123: 1-8-02

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May encounter insanitary working conditions; may require travel.	Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 1 course or 3 mos. training &/or experience in public relations, or equivalent. Valid driver's license.	