



Provincial Job Description

TITLE:
(312) Public Health Assistant

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates immunization program and maintains up-to-date immunization records of health region clients. Performs general office duties. Assists with Public Health programs.

QUALIFICATIONS:

- ◆ Medical Administrative/Clinical Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Ability to communicate in a First Nations language, where required by the job
- ◆ Knowledge of diverse cultures
- ◆ Valid driver's license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Immunization / Office Duties

- ◆ Collates health records for children.
- ◆ Coordinates the transfer of health records for children.
- ◆ Performs annual review of records.
- ◆ Contacts clients regarding immunizations.
- ◆ Schedules appointments.
- ◆ Maintains filing system/purges/archives.
- ◆ Performs data entry (e.g., Saskatchewan Immunization Management System [SIMS]).
- ◆ Locates immunization information for clients/public.
- ◆ Interprets immunization records.
- ◆ Participates in immunization surveys.
- ◆ Performs clerical duties (e.g., answer telephone, file, photocopy, fax, e-mail, laminate).
- ◆ Creates, edits and formats documents (e.g., letters, pamphlets, forms, posters, etc.).

B. Community Visits

- ◆ Refers clients to prenatal classes, community agencies and Public Health programs.
- ◆ Recruits participants for group sessions (e.g., Prenatal Program).
- ◆ Obtains parent/guardian consent for school immunizations.
- ◆ Provides support to clients of Public Health programs.

C. Public Health Programs

- ◆ Assists with Public Health screening activities.
- ◆ Refers clients to optometrist when applicable.
- ◆ Coordinates prenatal classes.
- ◆ Contacts and invites participants to various programs.
- ◆ Updates client files as required.
- ◆ Advises Public Health Nurse of observation of at-risk behaviour.
- ◆ Acts as a liaison between the home, school and various programs.

D. Related Key Work Activities

- ◆ Provides/arranges transportation to clinics, when required by the job.
- ◆ Participates in writing of grants for Community programming.
- ◆ Participates in planning of new Public Health programming to meet community needs.
- ◆ Provides input into policies and procedures.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 12, 2016

Education component of the qualifications updated August 31, 2017