



**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: HHS Student Assistant		PAY GRADE: A11	
DEPARTMENT: Health and Human Services		FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Assigned Division Manager		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT:		SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED:  Department Head		5-17-13 Date	
 Human Resources Director		3/17/13 Date	

I. PURPOSE SUMMARY.

Support the HHS Department initiatives including community outreach, coordination of access to health services, and prevention programs.

II. ESSENTIAL DUTIES.

A. Participate in Program Development, Implementation and Evaluation

1. Assists with the promotion and delivery of outreach and education efforts.
2. Assists with tracking client and/or participant outcomes.
3. Assists with researching best practices and/or data to support programs.

B. Communication

1. Meets with HHS staff on a regular basis.
2. Assists with the development of media messages and/or campaigns as appropriate.
3. Assists with the development of correspondence, reports, spreadsheets, and other documents for programs and/or to promote health messages.

III. ADDITIONAL DUTIES.

Performs other duties as assigned.

IV. QUALIFICATIONS.

- A. Education.** High School Diploma or GED is required.
- B. Experience.** (1) year of experience in Health or Human Service related field.
- C. Education/Experience substitution.** In accordance with County policy.
- D. Licenses/Certifications.** Must have or be able to acquire a valid Driver's license.
- E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass background and driver's license check and maintain a current driver's license.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: of Doña Ana County colonias, villages and overall population and community resources and networks, activities related to the development of youth programming; principles and techniques of program management, community education principles, current literature, trends regulations and developments.

Must have skill in: Operate general office and computer equipment and using software including Microsoft office Suite (Word, Excel, PowerPoint); maintain accurate records; communicate effectively in verbal and written form with others; and maintain confidentiality; to understand demographics of families and children; Promote and organize meetings, outreach activities and coordinate community groups; Establish and maintain effective and cooperative working relationships with others.

Must have ability to: Communicate orally and in writing; organize, coordinate and execute assignments, projects and programs. May need to communicate in Spanish depending on assignment.

2. FREEDOM TO ACT.

Work is performed under direct supervision of the assigned supervisor.

3. GUIDELINES AND JUDGMENT.

Employee must be able to independently carry out the assignments as delegated within the allotted timeframe.

4. PHYSICAL DEMANDS.

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile. Must be able to reliably and consistently move between work-related sites within the County. The employee must have the ability to frequently move or re-position up to ten (10) pounds of materials or objects, occasionally fifteen (15) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. SUPERVISORY RESPONSIBILITY.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to

perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

_____ *Employee*

_____ *Date*

05/17/13