



## EMPLOYMENT OPPORTUNITY

**CLASS:** 2586  
(rn1)      **TITLE:** HEALTH WORKER II  
[PUBLIC HEALTH PROGRAMS]

**SALARY:** \$1,719-\$2,089 Biweekly

**DEADLINE:** November 13, 2009  
**POSTED:** October 23, 2009

### JOB DESCRIPTION:

The Department of Public Health's **Tom Waddell Health Center (TWHC) and Homeless Programs** is accepting applications for **one (1) full-time** position in class 2586 Health Worker II [Public Health Programs]. **Pending budget approval.** This position will function as clinical support for the HIV Team and Community Sites. **SHIFT:** Variable. May include days, evenings and weekends and may require staffing at TWHC and off-site homeless medical clinics.

TWHC provides medical, mental health, substance abuse, social work and outreach services to homeless people and other medically under-served people of the inner city. The patient population includes adults and families whose medical problems are often complicated by lack of housing, little or no income, substance use, mental illness and multiple traumas and losses. Services are provided at the health center as well as satellite locations including shelters, community agencies and other sites where our patients congregate. Services are offered under a healthcare for the homeless model. Special services include comprehensive HIV care, Office Based Opiate Addition Treatment, HIV prevention services and others.

*All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.*

**Appointment Type:** Permanent and provisional applicants are encouraged to apply. Provisional applicants must participate in a Civil service examination for this job classification to become permanent.

### ESSENTIAL DUTIES:

Under the administrative and clinical supervision of the Health Worker Supervisor, the Clinical Support Health Worker II will provide direct clinical services to TWHC clients and assist the Health care team by providing basic patient assistance. The essential job functions include:

- Collects patient data, prepares patient for provider exams, makes patient appointments, and calls patients for reminder appointments;
- Provides information and referral to patients regarding community resources available for housing, medical care, vocational and financial benefit programs;
- Participates in health promotion and screening activities;
- Assists with patient instruction regarding specimen collection, procedures and tests as directed by medical providers;
- Maintains records, compiles data and files;
- Serves as a liaison between the professional staff and the community;

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- Maintains inventory and stocking of examination room and supplies;
- Assists with clerical tasks as directed;
- Performs other related duties as assigned/required.

### MINIMUM QUALIFICATIONS:

One (1) year of verifiable experience within the last seven (7) years, working with a culturally diverse population performing a combination of the following range of duties: providing information, education, intervention and/or referral service; assisting staff in the assessment process and providing input into the development of treatment plans; conducting interviews/investigations; advising/counseling clients; escorting/transporting clients; providing courier/dispatcher functions; and participating in health promotion and health education outreach activities.

**Substitution:** Possession of a Community Health Worker Certificate earned from City College of San Francisco may substitute for up to six (6) months of qualifying experience.

**Verification/Waiver: Verification of qualifying experience and/or certification is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

### DESIRED QUALIFICATION(S):

- Ability to work independently in a high stress and fast paced environment
- Knowledge of computer systems and ability to do data entry retrieval
- Experience or desire to work with low income and homeless clients in an inner city setting, who have multiple chronic problems, which may include medical, mental health, substance use and psychosocial problems
- Experience with or sensitivity to sexual orientation and gender minorities
- Excellent verbal and written communication skills
- Reliability, dependability, attention to detail, strong interpersonal skills and being a dedicated team member
- Bilingual/biliterate skills (English/Spanish)

### APPLICATION PROCEDURE:

Interested individuals **must mail** a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Rosario Noble, Health Worker Supervisor, 101 Grove, Room 118, San Francisco, CA 94102. No phone calls or hand delivery, please.** Applications postmarked later than **November 13, 2009** will not be accepted. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*