

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

HEALTH ADVOCATE - BILINGUAL

Basic Function

Under the supervision of the Health Linkages Coordinator and Program Managers, assist in the coordination, implementation of health promotion, identification, and access to care programs. These programs include health education, screening and referrals for further evaluation and treatment, and fluoride varnish and health insurance application assistance. Help to insure that children's health needs are identified and addressed early. Provide support to children and families in preschool and kindergarten programs to facilitate prevention, identification, and treatment of health concerns. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

Representative Duties

- Assist in coordinating and implementing culturally and linguistically appropriate health education programs for children and families.
- Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs.
- Assist Children's Health Initiative Program Manager with annual Certified Application Assistor (CAA) workshop and CAA training events for health insurance enrollment.
- Respond to questions from parent, teacher, and community relating to health issues, providing linguistic and culturally appropriate relevant information and/or referring person to appropriate source.
- Prepare and distribute Spanish/English written information to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns. Contact agencies, caregivers, school districts, and other organizations. Send invitation letters and consents. Contact and arrange with dental and medical practitioners for health screens and education.
- Conduct vision, hearing, nutrition and health insurance screenings that are linguistically, age and culturally appropriate at targeted sites, and assist practitioners by recording health screen information, distributing information, and initiating contact for follow-up.
- Provide health case management for children identified with health concerns including follow up with bilingual and monolingual Spanish-speaking families to enroll in health insurance, safety net programs, and other resources.
- Arrange for and conduct fluoride varnish applications for English/Spanish speaking preschool and targeted kindergarten students.
- Provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English.
- Attend community events targeting Spanish- and English-speaking families to provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment.
- Conduct phone surveys in Spanish and English to follow up with parents who were assisted with health insurance enrollment at 3 and 10 months to ascertain health insurance utilization and remove barriers to health access.
- Develop materials for outreach and presentations in Spanish and English

- Recruit, train, support, and delegate assignments to community volunteers who assist with the activities including *Promotores de Salud* in a culturally and linguistically appropriate manner.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Attend and participate in meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and Children's Health Access Resource Teams (CHARTs).
- Other duties as assigned.

Qualifications

Knowledge and Skills

Principles and practices of health education and standards for health and safety in preschool and child care settings. Oral health and nutrition principles and practices and of subsidized health care programs and other community resources for eligible families. First aid and common communicable illnesses. Devices and instruments used in performing health screens. Skill in presenting information in group settings in a culturally and linguistically appropriate manner. Clerical office practices, data entry techniques, and file maintenance. Statistical record keeping skills. Math skills to perform columnar calculations and compute decimals, fractions, and sums. Communication skills in Spanish and English to greet and deal cooperatively with students, parents, and staff of school districts and childcare sites. Cultural competency and knowledge of targeted low-income communities. Language skills to document work activity and use basic medical terminology. Passing score on SBCEO Bilingual exam.

Ability to

Learn, understand, and apply policies, procedures, and rules governing health and safety in subsidized preschool and childcare programs. Recognize certain communicable diseases, perform urgent first-aid, and learn and understand basic medical terminology. Operate standard office equipment. Communicate in English and Spanish and work productively and cooperatively with peers, staff in school districts and contracted care locales, parents, and students. Protect the privacy of student/family information. Successfully complete on-site, RN or other health practitioner-guided training. Communicate in Spanish in order to assist families by explaining and completing forms such as those used for health insurance, including documentation requirements. Obtain CPR, first aid, audiometer, vision screening, fluoride varnish and certified application assister certificates within a reasonable time. Work varying shifts and locations.

Physical Abilities

Function indoors in an office environment engaged in work of primarily a sedentary to moderately active nature. Ambulatory ability to sit, often for long periods of time, and move to remote locations on a frequent basis. Near visual acuity to read printed materials, computer screen, and observe activity. Auditory ability to carry on conversations in person and over the phone. Manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, use health screening devices, and common office equipment.

Education and Experience

High school diploma supplemented by post-secondary coursework in health education, and one year of experience in a community health or related service. Additional relevant experience may substitute for post-secondary coursework. Competency in written and spoken Spanish and English.

Licenses and Certificates

Valid California driver's license and insurance coverage as required by the County Education Office.

Passing Score on SBCEO Bilingual Exam.

Working Conditions

Indoor environment with minimal exposure to health and safety considerations.

APPROVED BY THE PERSONNEL COMMISSION:

March 24, 2011