

COMMUNITY HEALTH PROGRAM REP SERIES

OVERVIEW:

- CHPR'S implement, coordinate, review, and/or help plan a variety of community health or nutrition programs in community service and/or health care delivery units.
- Work with the community in areas such as:
 - health education,
 - family planning,
 - nutrition,
 - alcoholism,
 - drug abuse,
 - public health studies
 - criminal behavior.
- Work closely with various cultural elements in the community such as minorities, youth, low-income families, senior citizens, or persons who have chosen alternate life styles;
- Work with governmental and private agencies to develop better communications between groups and also to provide information about health care services;
- Develop resources in the community through education and/or training.
- Schedule and conduct individual/group sessions in basic health/nutrition concepts; Identify individual, family, home or community conditions needing improvement and communicate these needs to appropriate individuals or groups for correction
- Recruit and enroll educational program participants.
- Arrange for therapeutic treatment of individuals as necessary.

DIFFERS FROM SRA SERIES:

This series does not require a "Theoretical knowledge of a life science", such as is required in the SRA series. SRA's are making technical determinations and/or make technical observations in fields of scientific endeavor that usually yield technical data about the phenomena under investigation. The fields may include life sciences as well as psychology, biology, geology, and other similar fields. Installation, operation, and maintenance of laboratory and field instruments may be an essential part of the duties. The technical data yielded are used primarily for research and teaching, but the data may also relate to public service, such as patient care or agricultural extension.

DIFFERS FROM CLINICAL SOCIAL WORKER SERIES

CHPR's are not involved in accomplishing an acceptance or modification of behavior or attitude of clients with physical, emotional, or social problems.

DIFFERS FROM SOCIAL WORKER SERIES

The programs involved in this series have a community outreach emphasis rather than providing tangible services (temporary housing, medical appliances, and filing for benefits) to patients.

ASSISTANT COMMUNITY HEALTH PROGRAM REP

- Entry level for the series
- Under close supervision
- Not a permanent level. Incumbents are normally expected to advance to the operational level. Certain positions, however, may be permanently classified at this level when incumbents:
 - assist patients through clinics
 - physically assist community members with such services as shopping, homemaking, budgeting, and child care
 - store and maintain supplies; and maintain patient areas
- Becoming familiar with community resources and/or basic life principles
- Trained to provide information to clients regarding services
- Becoming aware of available services to clients
- In nutrition programs: recruit, enroll, and teach basic nutrition and related subject to individuals or small groups in a home setting.
- Requires:
 - Graduation from high school or a General Education Diploma
 - Demonstrated interest in the delivery of health or social services
 - or an equivalent combination of education and experience

COMM. HEALTH PROGRAM REP

- Journey level.
- Under supervision,
- Classes conducted and advice offered are more varied and in greater depth than at the assistant level.
- Identifies and understands the social, health needs of the client and communicates those needs to professional personnel.
- Knows how/when to refer clients and has knowledge of available resources
- Prescreens clients for admission to programs
- Interviews and/or orients individuals and groups
- Conducts classes to help clients acquire knowledge and skills in based nutrition or family health
- Schedules lab tests and medical appointments
- Maintains records
- May interact with the health care community to obtain epidemiological data and public health info
- May perform *some* clerical duties.
- Requires:
 - Graduation from high school or a General Education Diploma
 - 1 yr experience in health or social service field
 - or an equivalent combination of education and experience

SR. COMMUNITY HEALTH PROGRAM REP

- Under general supervision
- Independently coordinates a small program
- Serves as lead worker in a large program.
- Trains and assigns work, providing advice/direction to lower level CHPR's
- Assists clients in handling apparent health, nutritional or social problems
- Makes appropriate referral in cases of complex problems or client resistance
- Prepares and disseminates information regarding programs and services to community groups
- Works with community groups to identify and communicate needs to professional personnel
- Assists in organizing and providing education services to the community
- Develops and maintains a complete file of referral resources.
- Refers clients to other medical, social service, or community agencies as required.
- Requires:
 - Graduation from high school or a General Education Diploma
 - 2 yrs experience in health or social service field
 - or an equivalent combination of education and experience

COMMUNITY HEALTH PROGRAM SUPERVISOR

- Under direction
- Supervises the operation of a major unit or component of a large and complex health care services or community service program OR
- Supervises the operation of a smaller, less complex program
- Coordinates services and serves as liaison with other units or outside agencies providing related services
- Oversees the day-to-day functioning of the unit, implementing, executing, and refining operations
- Compiles statistics and prepares reports; and oversee administration of budget and other operations.
- Requires:
 - 2 yrs of college w/ major in a behavioral science related field
 - 3 yrs experience in health or social service field
 - or an equivalent combination of education and experience
- **This supervisor position may supervise a program and not people. This differs from the Community Health Program Rep Supervisor and Sr. Rep Supervisor in that those positions supervise people – not programs.**

COMMUNITY HEALTH PROGRAM SUPERVISOR DIFFERS FROM THE COMMUNITY HEALTH PROGRAM REP and SR. REP SUPERVISORS:

Community Health Program Rep and Sr. Rep Supervisor: Supervises people, not a program. Must meet the criteria for Official Supervisory Designation, with at least 2.0 Career FTE, Duties that are distinguishable from those of the subordinates, and they must be doing all of the duties outlined in the Supervisory language.

Community Health Program Supervisor: Supervises the day-to-day operations of the program, not just people. May not have subordinates if it is a small program, but has responsibility for supervising the program.

COMMUNITY HEALTH PROGRAM MANAGER

- Under general direction
- Manages a specialized health services, education, nutrition, or prevention program in an inpatient, outpatient, community, and/or residential setting.
- Typically responsible for coordinating all management/administrative activities and for
- Facilitates communications between medical or technical and other personnel
- Directs and supervises other CHPR's and/or health services personnel
- Participates with the program chief and/or professional personnel in long-range planning and in establishing, implementing, and evaluating service programs;
- Consults with selected agencies and groups to improve the delivery of services to the community;
- Develops budget forecasts
- Investigates and negotiates with funding sources
- Plans physical resource requirements.
- Requires:
 - 2 yrs of college w/ major in a behavioral science related field
 - 3 yrs experience in health or social service field
 - or an equivalent combination of education and experience

DIFFERENCES BETWEEN THE COMMUNITY HEALTH PROGRAM SUPERVISOR AND MANAGER:

The Manager "manages" a whole program, not just the operations.

- Directs and supervises other CHPR's and/or health services personnel
- Consults with selected agencies and groups to improve the delivery of services to the community
- Develops budget forecasts
- Investigates and negotiates with funding sources
- Plans physical resource requirements
- Participates with the program chief and/or professional personnel in strategic long-range planning and establishing, implementing, and evaluating new service programs

Supervisor:

- Supervises the day-to-day operations of one program.
- Not overall management or strategic planning.
- Supervises the operation of a smaller, less complex program
- Coordinates services and serves as liaison with other units or outside agencies providing related services

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| <input type="checkbox"/> | 8016 | COMM HEALTH PROG REP, SR-SUPV | Yes | PSS 4 | 99 - No bargaining unit |
| <input type="checkbox"/> | 8015 | COMM HEALTH PROG REP-SUPVR | Yes | PSS 3 | 99 - No bargaining unit |
| <input type="checkbox"/> | 9324 | COMMUNITY HEALTH PROG REP, SR | Yes | PSS 4 | 99 - No bargaining unit |
| <input type="checkbox"/> | 9326 | COMMUNITY HEALTH PROG REP,ASST | Yes | PSS 2 | 99 - No bargaining unit |
| <input type="checkbox"/> | 9322 | COMMUNITY HEALTH PROGRAM MGR | No | PSS 6 | 99 - No bargaining unit |
| <input type="checkbox"/> | 9325 | COMMUNITY HEALTH PROGRAM REP | Yes | PSS 3 | 99 - No bargaining unit |
| <input type="checkbox"/> | 9323 | COMMUNITY HLTH PROGRAM SUPV | No | PSS 5 | 99 - No bargaining unit |