

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES
POSITION DESCRIPTION**

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Supervising Public Health Adviser	511930	3/15/04		

Purpose of Position:

Under direction, with wide latitude for independent judgment, initiative and unreviewed action and decision making, oversees the planning, organizing and conduct of communicable/preventable and environmental disease control services, health promotion activities, maternity services and family planning efforts, including programs regarding: epidemiologic activities; conduct of health risk assessment; lay and professional education; and hospital, laboratory and physician surveillance and liaison; supervises and trains staff in performance of the above activities and in the application of disease control principles and methods, such as interviewing, investigating, case management, referrals and surveillance; performs related work.

Examples of Typical Tasks:

1. Supervises performance of subordinate staff in case interviewing, investigation, case management, referral and surveillance techniques required for an effective communicable/preventable and environmental disease control effort.
2. Supervises training and orientation of new employee in field investigative techniques, clinic operations procedures, and health testing and treatment techniques for programs addressing sexually transmitted diseases, tuberculosis control, epidemiology, HIV, AIDS, infant health assessment, lead poisoning, immunization, and other public health areas.
3. Evaluates employee performance and discusses these evaluations with employees and their supervisors.
4. Coordinates epidemiologic, lay and professional education, and professional relations programs among other Department offices, public and private agencies, and community organizations.
5. Prepares reports to summarize, review and analyze case data and investigative reports, and laboratory log audits to report on disease trends and quality of clinic staff performance.

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Examples of Typical Tasks: (continued)

6. Supervises the conduct of, and may conduct, interview/counseling sessions for STD/HIV patients and other clients.
7. Serves as team leader in visits to hospitals and laboratories to evaluate the quality of serologic and other testing, and the system for reporting positive test results.
8. Administers and interprets appropriate diagnostic tests, when required.
9. Occasionally performs duties of Public Health Adviser, when required.

Qualification Requirements:

1. A baccalaureate degree from an accredited college, and two years of full-time satisfactory experience in a public health program, performing duties involving case finding, case management, interviewing, investigating and other related public health work, one year of which must have been in a supervisory capacity; or
2. An associate degree from an accredited college, including or supplemented by twelve semester credits in health education, or in health, social or biological sciences; and four years of experience as described in "1" above, one year of which must have been in a supervisory capacity; or
3. A four-year high school diploma or its educational equivalent, and six years of experience as described in "1" above, one year of which must have been in a supervisory capacity; or
4. Education and/or experience equivalent to "1", "2", or "3" above. Undergraduate college credit may be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. Twelve credits in the health, social or biological sciences may be substituted for an additional six months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent, and a minimum of two years of experience, one year of which must have been in a supervisory capacity, as described in "1" above.

License Requirement:

A Motor Vehicle Driver license valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of employment.

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Direct Line of Promotion:

From: Public Health Adviser (511910)
(511920)

To: None

