



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 693.2

Job Title: **HEALTH PROGRAM SPECIALIST**

Pay Grade: 10

### **GENERAL SUMMARY:**

Develops and provides educational, consultative and advisory public information health services and/or information for utilization within the community and the department.

### **RESPONSIBILITIES:**

- Prepares and develops health related educational material for in-house and community utilization. May include language instruction programs, videotapes, public service announcements, etc.
- Assesses health education needs with staff and community representatives. Incorporates feedback into program development.
- Assists with special program development.
- Researches, evaluates and maintains reference files on health related information.
- May provide instructional training and translations as needed.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to eighteen months of education or training beyond the high school level.

#### **EXPERIENCE:**

One year of related experience in the public health field is required.  
An LVN license may be substituted for the experience requirement.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

### **JOB FAMILY:**

Health Program Specialist

*Effective: October 1990*

*Revised: May 1993*