

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Health Services Outreach Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Student Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
REVISED:	February 20, 2002		

BASIC FUNCTION:

Under general direction of the project coordinator, identify and assess school district pupils, including out-of-school adolescents, referred at-risk pupils, and preadolescents affected by substance abuse or risk issues; develop plans to provide information on one or more health related issues which include alcohol, tobacco, and other drug use prevention strategies

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in the development of educational materials related to the prevention of one or more health related problems among adolescents, including alcohol, tobacco, and other drug use. **E**

Coordinate activities with district staff and other agencies involved in health and/or drop-out prevention programs. **E**

Contact parents, other agencies and community-based organizations, including drug treatment centers, crisis intervention programs, and homeless shelters to identify, assess, and coordinate services for adolescents. **E**

Act as resource to district staff, parents, community members and other organizations regarding alcohol, tobacco and other drug diversion programs available through district and community organizations. **E**

Maintain a variety of records and prepare reports. **E**

Perform other project related activities for comprehensive health programs. **E**

May direct the work of clerical support staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a Bachelor's degree in social sciences, health services, or a related field, and one year of progressively responsible related experience of acceptable level and quality working in the community with a social service or health care agency.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Reading and writing English communication skills.

One or more health related issues including alcohol, tobacco, and other drug use and risk prevention strategies.

Community resources available.

Learning techniques and strategies used.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with all levels of district staff, parents, pupils, and community services agencies.

Learn pertinent district policies and procedures.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Exercise sound professional judgement.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Establish rapport with pupils with low self-esteem.

WORKING CONDITIONS:**ENVIRONMENT:****PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 4.2.04—PeopleSoft

Job Code 6507

JM