About the Position

The County of Yuba is currently recruiting for the position of Program Aide (Extra-Help) in the Health & Human Services Department. This extra-help position will conduct expanded interviews with selected communicable disease patients to collect detailed information on possible COVID-19 exposures, such as person to person spread, and other exposures, clinical characteristics, travel history.

MAJOR RESPONSIBILITIES: (not limited to the following)

- Follow set protocols for contacting assigned newly diagnosed COVID-19 case patients, assuring all required questions are asked, education provided, and interaction is conducted with professionalism and empathy to encourage forthrightness.
- Explain the importance of adherence to control measures and the need for contact tracing to prevent disease transmission and keep communities healthy, and ensures all follow up questions are answered.
- Assesses health needs of patients/clients, makes recommendations regarding communicable disease treatment programs and immunizations; and coordinates educational and medical resources available
- Maintain security and confidentiality and adheres to ethical principles and the County of Yuba’s HIPPA policy in the collection, maintenance, use, and dissemination of data and protected health and personally identifiable information

Under general supervision, the incumbent will assist professional and technical staff in providing a variety of casework and program support to assigned client base; provide routine and structured office, community and client support to department programs including completing necessary forms and documents, monitoring visitations, conducting supervised in-home instruction, community outreach, presentations of health information and providing support for social workers or health education specialists; and related work as assigned.

Ideal Candidate

The ideal candidate has excellent written and verbal communication skills and can appropriately interact with persons from all lifestyles and socio-economic backgrounds. They will effectively use tact, patience, courtesy, discretion and prudence in dealing with community partners and providers, property owners, families and those contacted in the investigation of COVID-19 contact tracing. The incumbent has skill in establishing priorities and accomplishing objectives within time frames and remains adaptable amid interruptions and changing demands. They have the ability to gather and analyze investigative materials; comprehend and comply with complex laws, policies and regulations, including those protecting confidential and sensitive information. The ideal candidate must be a team player with a customer focus.

About the Health & Human Services Department

The Yuba County Health and Human Services Department provides a wide array of services through a diverse system of holistic programs. Employees, numbering about 300, are responsible for planning, managing, coordinating, and delivering a continuum of these services in a manner that is responsive to the needs of the community. There are several major divisions within the department including: Adult Services; Child Welfare Services; Public Assistance; Employment Services; Housing and Integrated Services; Public Health; Veterans Services; and Finance and Administration. The department is committed to its vision of a healthy and thriving community by improving the overall well-being of our residents, valuing employees and encouraging a healthy work/life balance. The Health and Human Services Department offers flexible work schedules.

Qualifications

Minimum: 60 Semester units from an accredited college or institution with significant coursework in Criminal Justice, Health, human Services, Social Services, Sociology, Psychology or a related field and one year of experience working with juvenile or adult offenders, children and families, the elderly, disabled, and/or dependent adults or within the Criminal Justice field.

Preferred: In addition to the minimum, an Associate’s degree in Criminal Justice, Public Health, Human Services, Social Services, Social Work, Sociology, Psychology, or a related field and additional years of experience as previously defined.

Special Requirements: Must successfully complete an extensive and thorough background investigation, which may include a DMV print out and Live Scan fingerprinting prior to hire. Must be available to work off-hours, weekend, and holiday shift work. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7860

Final Filing Date: Open Until Filled

For specific details or to apply please visit: https://www.calopps.org/yuba-county