

South Heartland District Health Department

Job Description

Part-Time Temporary (Potential additional hours up to Full-Time)

TITLE: Seasonal Public Health Program Assistant	OCCUPATION: Public Health Administration
AGENCY: South Heartland District Health Department	FLSA STATUS: Non-exempt SALARY RANGE: Hourly: \$15.00-\$18.75hour
REPORTS TO: Program Supervisor	DATE: March 2026

QUALIFICATIONS:

GENERAL: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION: GED; coursework in biology or related field and/or related experience desired.

CERTIFICATE, LICENSES, REGISTRATIONS:

-- Valid driver's license

JOB SUMMARY: Works under supervision to assist in the implementation of the SHDHD Vector Surveillance program and provides support for other SHDHD programs, as assigned. Requires some scheduled evening and weekend work activities.

EXAMPLES OF JOB DUTIES (Illustrative only):

Arboviral Surveillance

- Complete training in mosquito surveillance
- Travel to and set CDC light traps in established sites within the health district over a period approximately May through October and collect mosquitoes in accordance with the bi-weekly schedule provided by the Nebraska Department of Health and Human Services (approximately 6-8 hours/week)
- Responsible for the maintenance of the light traps.
- Obtain and handle dry ice for trapping and shipping mosquito specimens.
- Set traps per schedule.
- Retrieve traps per schedule.
- Responsible for sorting, packing, and shipping mosquitoes to the appropriate laboratory for testing.

Tick Surveillance, if needed

- Complete on-line and hands-on training in tick surveillance and safety while doing tick surveillance (late April/early May)
- Travel to and collect ticks in identified sites within the health district (approximately 12 hours total for the season)

Other Programmatic and Support Activities

- Document accurately contacts and activities and keep other records as needed.
- Serve as a role model and information source for public health activities (e.g., at county fairs and other events, and as needed when in the field during surveillance activities)
- Assist SHDHD staff with the collection of data, analysis and presentation of data for public, board of health, etc.
- Provide support for other SHDHD programs as assigned (e.g., Opioid/Drug Overdose Prevention; Annual Nebraska Kids Fitness and Nutrition Day)
- Perform other duties as assigned.

SCOPE OF AUTHORITY: Employee is not responsible for supervising other personnel.

FINANCIAL: Employee not responsible for financial budgets.

SECURITY/ACCESS: This employee will be issued SHDHD identification. Employee must understand and comply with agency security/access policies and procedures.

EXPOSURE TO HAZARDS: Field and general office environments. Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is required to work in the field for surveillance activities and will be exposed to outside weather conditions. Reliable transportation is required for travel within the South Heartland District and the employee may need to drive in inclement weather. Although universal precautions will be encouraged, there may be a slight risk that the employee can be exposed to a communicable disease or an unsanitary environment while delivering health services or working on a surveillance activity. The employee may be exposed to a variety of environments when visiting surveillance or event sites, such as high noise levels, dust and pollution, exposure to disease vectors (ticks, mosquitoes), for short periods of time, and will be trained in appropriate risk reduction procedures. The noise and environmental temperature levels in the work environment are normal/moderate. Normal office exposures are present including electrical equipment, ink, computers, fax, disinfectants, etc.

PHYSICAL/CRITICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; walk, stand; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is required to stand, climb stairs, walk short distances on uneven/unpaved ground, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move 40 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

SCOPE OF CONTACT WITH CLIENT POPULATION: In the course of performing the duties of this job, the employee may encounter various stakeholders: volunteers, board members, and interested/impacted individuals from the communities served (from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related industries).

ESSENTIAL SKILL SETS:

ESSENTIAL BASIC SKILLS: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- Reading – locates, understands and interprets written information in prose and in documents such as memos, manuals, operating/maintenance instructions, graphs, spreadsheets, diagrams, and schedules.
- Writing – communicates thoughts, ideas, information, and messages in writing; creates documents such as address files, letters, spreadsheets, and lists.
- Arithmetic/mathematics – performs basic computations (addition, subtraction, multiplication, and division in all units of measure) and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- Listening – receives, accurately records, attends to, interprets, and responds to verbal messages and other cues.
- Speaking – organizes ideas and communicates orally.

ESSENTIAL THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, reasons, and knows how to learn.

- Common sense - applies common sense understanding to carry out instructions furnished in written, oral, or diagram form and to solve problems.
- Creative thinking – generates new ideas.
- Decision making – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
- Problem solving – recognizes problems and devises and implements plan of action.
- Visualizing – organizes and processes symbols.
- Knowing how to learn – uses efficient learning techniques to acquire and apply new knowledge and skills.
- Reasoning – discovers a rule or principle underlying the relationship between two or more objects and applies it when problem solving.

ESSENTIAL PERSONAL QUALITIES: Responsibility, self-esteem, sociability, self-management, integrity, honesty, stress management

- Responsibility – exerts a high level of effort and perseveres towards goal attainment

- Self-esteem – believes in own self-worth and maintains a positive view of self
- Sociability – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- Self-management – assesses self accurately, sets personal goals, monitors progress, and exhibits self-control; functions effectively under project timeline constraints
- Integrity/honesty – chooses ethical courses of action.

ESSENTIAL INTERPERSONAL SKILLS:

- High level skills in public relations.
- Ability to work with many types of individuals, businesses and organizations.
- Ability to recognize the need to teamwork and function accordingly.
- Ability to respect confidentiality in discussing participant/client, staff, volunteers and organizational matters.
- Ability to utilize appropriate methods of interacting sensitively, effectively, and professionally with persons of diverse backgrounds.
- Ability to develop and adapt approaches to problems that take into account cultural and other differences.

Date: 03/17/2023

Revised: 04/12/2024 mmb; 02/24/2025 mmb; 03/06/26 mmb

I have read the above job description and agree to carry out the responsibilities described therein.

Signed: _____ Date: _____

Director: _____ Date: _____