

PUBLIC HEALTH AIDE

(Bicultural and Bilingual - Southeast Asian)

DEFINITION

Under general supervision of a Public Health Nurse, to work in the Expanded Case Management Program under the Wisconsin Women's Health Campaign to provide outreach and health education activities to Southeast Asian women living in Dane County and to work with Southeast Asian community leaders to establish a Southeast Asian Health Issues Taskforce to identify unmet health needs among Southeast Asian women in Dane County.

EXAMPLES OF DUTIES

Make public presentations to groups and individuals, particularly those of Southeast Asian origin, to inform them of the services available through the Wisconsin Women's Health Screening Program (WWHSP), and to encourage their participation. Locate culturally appropriate health education materials for use with Southeast Asian women and, if necessary, adapt existing materials for use with this population, or develop new ones. Prepare a comprehensive, up-to-date list of community referral resources available to serve Southeast Asian women in Dane County. Assist program participants in arranging health care appointments with providers; establish and maintain records for individual participants; enter program data in established electronic formats.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and one year previous experience in a health care or community setting. Demonstrated familiarity with Southeast Asian community is required. Must be bilingual in the Hmong language.

Knowledges, Skills and Abilities: Ability to interact with and communicate effectively with members of Southeast Asian community; skill in making presentations; ability to use personal computers and spreadsheet, database and word processing applications; ability to work with others, keep records and establish effective relationships with clients and staff. Abilities to think independently and creatively are assets.

Special Requirements: Must be bicultural (American-Southeast Asian) and bilingual (Hmong-English). Must have access to a car on days of work, and must possess a valid Wisconsin driver's license.