CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 10/11/13 de **ANNOUNCEMENT NO. 122**

PREVENTIVE HEALTH COUNSELOR (STD/HIV) **(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$13.59 - $22.55** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, NOVEMBER 15, 2013 UNTIL 4:30 P.M. ON THURSDAY, NOVEMBER 21, 2013.**

NOTE: **APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, NOVEMBER 21, 2013**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

DUTIES OF THE POSITION

Under supervision, provides education and counseling services regarding drug use/abuse or sexually transmitted diseases (STD's). Provides individual, family, and group drug counseling, training, and consultation services and community outreach to target population groups. Provides assessments of needs and makes appropriate referrals to the Department of Health services, community agencies, etc. Maintains accurate and up-to-date program statistics, client case files, etc. Performs other job-related duties as required. Conducts pre- and post-test HIV and other STD counseling sessions at various locations. Informs patients of test results in accordance with protocols and guidelines. Assists in interpreting laboratory results. Elicits names and locations of sex partners and other individuals at risk for contact to help prevent the spread of particular diseases as program policy dictates. Establishes effective working relationships with agencies and individuals who manage STD/HIV programs. Analyzes, identifies, and reports concerns related to improper testing, diagnosis, and treatment of infected individuals. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Health Education, Nursing, or related field from an accredited four-year college or university OR an additional two years of experience in a health related field OR an RN or LPN License is preferred. Two years of full time paid experience in public health, health education, community organization, or a related field is required. Knowledge of Greater Cleveland area and neighborhoods is beneficial. The ability to draw blood is preferred. Must be certified to do pre- and post-testing for HIV within six months of the date of hire. A valid State of Ohio Driver's License is required

NOTE: **Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS OF POSITION

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO NOT STATE 'SEE ATTACHED RESUME'). **IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS**	
SIGN AND DATED THE COMPLETED APPLICATION (It does **NOT** have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have a Bachelor's Degree no copy of H.S. Diploma/GED is necessary, but you must submit copy of that Degree).	
A Bachelor's Degree in Health Education, Nursing, or related field from an accredited four-year college or university OR an additional two years of experience in a health related field OR an RN or LPN license is preferred.	
PROOF OF **ALL** COLLEGE DEGREES LISTED IN THE APLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE: Two years of full-time paid experience in public health, health education, community organization, or a related field is required. Must be certified to do pre- and post-testing for HIV within six months of the date of hired.	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. Leave ID number blank; we will assign this to you.)	
Any other information or materials that demonstrate your qualifications and experience for this position. **IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS.** A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING.** IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED.

ANYONE WHO WISHES TO REQUEST AN ACCOMODATION MUST DO SO AT THE TIME OF FILING. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. THE COMMISSION WILL REQUIRE CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMODATION. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

Preventive Health Counselor (STD/HIV) #122 DJE