

PUBLIC HEALTH SPECIALIST

Jefferson County Public Health Service



Jefferson County Public Health Service is seeking a dedicated Public Health Specialist to join their team! The preferred candidate will demonstrate having strong interpersonal skills, excellent decision-making ability, strong writing/editing skills, and experience working with families.

Specific duties for this position are:

- Conduct screenings and eligibility reviews for children and young adults who may be eligible for various children's services.
- Determine the appropriate program or service pathway for each child.
- Coordinate referrals to service providers and community resources.
- Ensure families understand available programs and eligibility requirements.
- Track referrals and follow up to confirm connection to services.
- Maintain communication with families, healthcare providers, and service agencies.
- Assist families in navigating health and developmental services.
- Maintain accurate records in electronic databases and program systems.
- Prepare reports required by state and local public health programs.
- Build relationships with healthcare providers, hospitals, school districts, and social service agencies.
- Participate in interagency meetings and community outreach activities.
- Educate partners about referral procedures and available programs.

Salary Ranges: \$30.38 - \$38.04 per hour

Excellent fringe benefits include:

- NYS Retirement
- Deferred Compensation
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program
- Dental Insurance
- Flex Spending Account
- Sick Leave
- Paid Vacation
- Tuition Reimbursement

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree.

Jefferson County is an Equal Opportunity Employer

Civil Service Exam required for Permanent Appointment.

**Applications will be accepted until the position is filled,
first review of applicants will be March 27, 2026.**

Apply online on our Employment Portal: <https://jefferson-portal.mycivilservice.com/>

Or send paper application and Resume to:

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.



jefferson-portal.mycivilservice.com

