

HEALTH ASSISTANT I

Class Code: 514

Range: E/11

Definition: Under general supervision, to assist medical staff in providing basic health care to patients; to maintain order and sanitation of facility; to provide information and education to patients, and to perform related work as required.

Distinguishing Features: The Health Assistant I is the entry level in the Health Assistant series. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees. As experience is acquired, the employee performs with less immediate supervision. Performance is measured by completion of work accurately and adherence to policies.

Examples of Important and Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:

- Introduce clients to clinic procedures and department services; schedule appointments.
- Assist with obtaining a client's health history. Establish and maintains patient records.
- Perform routine anthropometric measurements such as height, weight, vital signs, head circumference, hematocrit, urinalysis, cholesterol and body fat; administer pregnancy tests, first aid and medication as prescribed; perform vision screening; process specimens for further analysis by laboratory; accurately records and explain results to client or parent; notify nurse or other practitioner of abnormal test results.
- Disinfect and sterilize equipment, supplies and examination room surfaces; wash bedding.
- Maintain adequate inventory of supplies and educational materials.
- Present basic health and nutrition information to individuals and groups; assist in developing health education materials.
- May translate for Spanish-speaking patients as required.
- Participate in special projects as assigned.
- Perform general office/clerical duties as needed to maintain efficient operations, including but not limited to typing reports and correspondence, entering data into the computer, compiling statistics, copying and filing documents, answering the telephone, preparing mail, completing forms, etc.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:

- Maintain knowledge of current research, trends and practices applicable to assigned project(s) by attending classes, conferences and workshops as appropriate.

- Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A high school diploma and one year of responsible experience providing direct care service in a health care setting. Fluency in Spanish may be required in some programs.

Knowledge, Skills and Abilities: Position requires basic knowledge of health care and nutrition; basic first aid and CPR; medical terminology; available medical and community health resources; record-keeping practices; safety procedures and protocol in medical treatment and the safe utilization of medical instruments and equipment; modern office procedures and practices. Position requires ability to interpret and apply state and local laws, policies and procedures related to community health; grasp readily the principles of public health program delivery; take anthropometric measurements with skill and accuracy; work as a team member; exercise tact and good judgment in dealing with people from various backgrounds; understand and carry out detailed instructions of a technical nature; understand and use mathematics to compute totals; operate office equipment including a computer and basic medical equipment; read and understand laboratory reference manuals, equipment manuals, policies and procedures, etc; maintain records with accuracy and confidentiality; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work, communicate effectively and sensitively with patients; perform duties professionally despite frequent interruptions; respond responsibly in emergency or dangerous situations.

Special Requirements: Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the office to another and standing for extended periods of time. May require sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment or children. Requires ability to operate medical instruments and machinery in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operation. Requires the ability to operate a motor vehicle. Tasks involve color, sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions, but worker may frequently be exposed to illness and disease.

License or Certificate:

Requires possession of a valid Oregon driver's license requires first aid and CPR certification within six months of hire.