

HEALTH ASSISTANT III

Class Code: 515

Range: E/15

Definition: Under direction, to plan and implement programs, activities and procedures for specialized community health projects; to provide education and general health care to patients; to perform related work as required.

Distinguishing Features: The Health Assistant III is the advanced journey level in the Health Assistant class series. Incumbents possess functional and technical expertise, perform a full range of complex technical and analytical duties within a framework of established procedures, have program or subprogram coordination responsibility, and receive only occasional instruction or assistance. Work is normally reviewed only upon completion and for overall results. The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are frequently left to the discretion of the employee. Employee may be expected to provide supervision to new employees, volunteers, interns or other aides; however, supervisory responsibilities are ancillary to the main intent and focus of the position.

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:

- Plan and oversee implementation of program activities for special project(s), programs or sub-programs, including development of procedures, provision of service, maintenance of data, preparation of reports and evaluation of project effectiveness.
- Recruit volunteers; assign and monitor work of volunteers and other personnel as assigned; provide training in project procedures, equipment operations and other technical matters.
- Operate medical equipment and instruments to perform a variety of basic health screening tests, including venipuncture; accurately record and explain results of testing to clients or parent; notify licensed medical provider of abnormal test results.
- Assist in obtaining patient health histories; maintain accurate and up-to-date patient records and health program statistics.
- Teach and/or counsel individuals, families and groups about basic disease containment, treatment and prevention, family planning, lactation, lactation services, nutrition and general health; schedule and prepare for classes; may serve on committees, boards and task forces as appropriate.
- May collaborate with hospital and medical personnel to enhance lactation services.
- Adhere to HIPAA policies and procedures.
- Order medical, lactation and office supplies as needed.
- May secure, administer and/or disburse grant funds or donations for special projects and operations.
- Perform general office/clerical duties as needed.

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.

- Provide lactation training for new staff and updates for current staff.
- Counsel clients with difficult breastfeeding situations.
- Perform related duties as assigned.

Qualifications:

Minimum Qualifications: An Associate's degree in a health-related field supplemented by two years of responsible program development experience in a health care agency. Completion of an accredited lactation program with client counseling experience may be required for some positions. Fluency in Spanish may be required in some programs.

Knowledge, Skills and Abilities: Position requires basic knowledge of health care and nutrition; available medical and community health resources; medical 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; organize tasks and manage time effectively; work independently and as a team member; exercise initiative and good judgment in dealing with people from various backgrounds; understand and carry out detailed instructions of a technical and professional nature; understand and use mathematics to compute totals and analyze statistics; operate office equipment including a computer and basic medical equipment; understand and carry out oral and written directions; read and understand medical reference manuals, equipment manuals, laws, 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, and to communicate effectively and sensitively with patients; perform duties professionally despite frequent interruptions; respond professionally and 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. 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; may require possession of various certifications specific to the assigned community health program.