

HEALTH ASSISTANT II

Class Code: 510

Range: E/13

Definition: Under general supervision, evaluate clients' nutritional needs and providing basic health care, instruction and counseling to patients; to provide information and education to patients and to perform related work as required.

Distinguishing Features: The Health Assistant II is the journey level in the Health Assistant series. Incumbents perform a full range of journey-level duties within a framework of established procedures and with only occasional instruction or assistance. Work is normally reviewed upon completion and for overall results.

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 program procedures and department services; determine program eligibility based on approved criteria as appropriate.
- Assist with obtaining a client's health history. Establish and maintain patient records.
- Perform routine anthropometric measurements such as height, weight, vital signs, head circumference, hematocrit/hemoglobin, urinalysis, cholesterol and body fat; administer pregnancy tests; may perform venipuncture; accurately record and explain results to client or parent; notify nurse or other practitioner of abnormal test results.
- Provide client counseling; make referrals to other health/social service agencies as appropriate.
- May discuss and provide information and counseling on various aspects of pregnancy, pre-natal care, and breast feeding to pregnant and postpartum clients; provide nutrition education for infants and toddlers.
- Disinfect and sterilize equipment, supplies and examination room surfaces; prepare biohazardous waste for disposal.
- 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 plan, organize and conduct nutrition/breast feeding classes; assist in developing health education materials.
- May make home visits to monitor client's condition and to assess home environment.
- Teach and/or counsel individuals, families and groups about basic disease containment, treatment and prevention, family planning, nutrition and/or general health; schedule and prepare for classes; may serve on committees, boards and task forces as appropriate.
- Assist in providing training to new personnel and volunteers in project procedures, equipment operations and other technical matters.
- May translate for Spanish-speaking patients as required.
- Adhere to HIPAA policies and procedures.
- Perform general office/clerical duties as needed to maintain efficient operations, including but not limited to typing reports and correspondence, copying and filing documents, answering the telephone, preparing mail, preparing bills and maintaining financial records,

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 college course work with an emphasis in health care, preferably in women's health care and/or nutrition, or three years of responsible experience providing direct care service in a health care setting, health promotion or related teaching experience. 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; administer routine medical tests and take anthropometric measurements with skill and accuracy; work independently and as a team member; exercise initiative, tact and good judgment in dealing with people from various backgrounds; may need to communicate well with Spanish-speaking clients; understand and carry out detailed instructions of a technical and professional nature; understand and use mathematics to compute totals; operate office equipment including a computer and basic medical equipment; read and understand medical reference manuals, equipment manuals, 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 and may require possession of various other certifications specific to the assigned community health program.