

IMPERIAL COUNTY

CLASS TITLE: HEALTH SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist professional staff in providing general clinical services and health information to clients in support of various health programs; assist with various clinics, collect health information from patients and provide referrals to health resources.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist professional staff in providing general clinical services and health education to clients in various health programs; provide support for various programs such as AIDS/STD, child and adolescent health, domestic violence, immunizations, nutrition, prenatal services, tuberculosis control and women's health.

Assist with various clinics; prepare patients for exams and procedures; assist with the administration of a variety of tests; collect patient specimens; screen and obtain consent for immunizations; set up clinic rooms; clean and sterilize medical devices and instruments.

Serve as a liaison between professional staff, clients and outside agencies; respond to inquiries and provide information concerning programs, clinics, services, time lines, practices, standards, processes and procedures.

Interview patients to obtain information concerning health problems or dietary habits; advise patients concerning health services and treatment options and provide referrals to appropriate health resources; assist patients with arrangements to assure maximum utilization of community resources.

Perform routine medical procedures such as taking blood pressure, screening vision and hearing, and measuring height, weight and head circumference.

Perform a variety of general clerical support duties; schedule appointments for clinic and field staff; maintain patient charts; prepare growth grids; issue referrals; prepare lab paperwork and post lab results; mail health-related information to patients

Communicate with personnel, patients and outside agencies to exchange information and resolve issues or concerns.

Utilize standard health instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Assist professional staff in arranging and conducting health education programs, demonstrations, special health conferences and clinics in the community.

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Monitor inventory levels of supplies; order medical and office supplies as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic health care practices, terminology, procedures and equipment.

Clean and sterile treatment techniques.

Health and safety regulations.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assist professional staff in providing general clinical services and health information to clients in various health programs.

Assist with conducting various clinics.

Learn public health agencies and local health care resources.

Interview patients to obtain information concerning health problems or dietary habits.

Advise patients concerning health services and treatment options and provide referrals to appropriate health resources.

Prepare patients for exams and procedures and perform routine health procedures.

Maintain records and files.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year clerical or health-related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Health clinic environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen health conditions.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.