Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Public Health Assistant
Department:	Public Health
FLSA Status:	Non-Exempt
Job Code:	2263
WC Code:	8835
Effective Date:	January 1, 1991
Last Revised:	May 1, 1996
Pay Grade:	A10
Union:	AFSCME

SUMMARY
Performs medical clinic support duties within public health clinics; does related work as required. This classification is distinguished from the clerical series in that duties are not primarily for clerical support, but rather medical/nutritional support which requires knowledge in those areas. Work is performed under the supervision of a Nursing Program Supervisor who reviews work for compliance with departmental policies and procedures and through direct observation of clinic process. Supervision is not normally a responsibility of positions in this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES
(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Conducts preliminary screening of patient; including obtaining blood pressure, height, weight, hematocrit/hemoglobin and/or urinalysis: performs cholesterol testing and hearing and vision tests.

2. Interviews clients and gathers information regarding medical/nutritional history; determines eligibility for Women, Infants and Children (WIC) program; evaluates nutritional status and provides basic nutrition counseling.

3. Issues WIC food vouchers and explains purpose of the WIC program.

4. Maintains client charts and necessary records.

5. Refers medical/nutritional problems that require further evaluation/consultation to Public Health Nurse or other clinical staff.

6. Cleans equipment and restocks supplies in patient rooms; orders office and laboratory supplies as needed.

7. Answers and routes telephone calls and schedules appointments for patients.

SUPERVISORY RESPONSIBILITIES
This position does not have supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of basic nutrition. Some knowledge of growth and development; basic medical terminology, equipment, specimen and data collection. Communicate effectively both verbally and in writing; deal tactfully and patiently with clients: maintain records; establish and maintain effective working relationships with State WIC office, contracted WIC stores in the community, social service agencies/resources and other employees; recognize when to refer clients for further assistance.

EDUCATION AND EXPERIENCE
High School graduation or equivalency: and two years of experience in a health clinic or related organization or specialized training in medical services; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT
Consequences of error could include public embarrassment; exposure to litigation; and physical harm and/or delay in food delivery to individual clients due to improper lab procedures/values or WIC voucher error.

TYPICAL PROBLEMS ENCOUNTERED: Problems encountered generally revolve around dealing with clients/patients who may be anxious, verbally abusive and/or have other medical/emotional problems; and dealing with individuals/vendors who are abusing the WIC program. Decisions are made by referring to departmental policies and procedures, the State WIC manual and by consulting with other clinical staff.

JOB CONTACTS
This position works directly with individual clients and their families, the State WIC office, contracted WIC stores in the community, and other social service agencies/resources.

LANGUAGE SKILLS
Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES
Interviewing and counseling techniques; the operation of standard office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of or ability to obtain a valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION
Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT
Incumbents in this classification are exposed to communicable diseases, including blood-borne diseases. Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 30 pounds. Employees are also required to drive to outlying rural clinics in possibly hazardous weather and/or road conditions. This position is

impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable work flow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☐	☒	☐
☒	Stoop position - 1 minute plus	☐	☐	☒	☐
☐	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☐	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	**# of pounds = 50lbs**			
☐	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☐	☒	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☒	☐	☐
☒	Dexterity/Coordination	☐	☐	☒	☐
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☐	Operation of motor vehicle	☐	☒	☐	☐
Speech, Vision & Hearing					
☒	Distinguish colors	Yes: ☒	No: ☐		
☒	Distinguish shades	Yes: ☒	No: ☐		
☒	Depth perception	Describe:	Normal		
☒	Ability to hear	Normal Speech Level:			
☐	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☐	☒	☐	☐
☐	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☐	☐	☒
☐	Smoke	☒	☐	☐	☐
☐	Vibration	☒	☐	☐	☐
☒	Chemical Solutions	☐	☐	☐	☒
☒	Uneven Area	☐	☒	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☐	☐	☒