

LAPEER COUNTY JOB POSTING

DEPARTMENT: PUBLIC HEALTH

Position Title: CLINIC ASSISTANT # 333

- Covered by Collective Bargaining Agreement
 Not Covered by a Collective Bargaining Agreement

Job Responsibilities: SEE A.T.T.A EDH

Qualifications & Requirements: (Also see Job Description for said position)

Education: HIGH SCHOOL GRADUATION OR EQUIVALENT

Experience: ONE YEAR OF CLERICAL EXPERIENCE IS REQUIRED, PREFERABLY IN A CLINIC SETTING

Hours of Work per Week: UP TO 28

- Full Time
 Part-Time
 Variable

Rate of Pay:

Annual Salary \$ _____ OR

Hourly:	Entry	\$ 16.94
	6 Months	\$ _____ (after 6 month anniversary)
	Step I	\$ _____ (after 1 year anniversary)
	Step II	\$ _____ (after 2 year anniversary)
	Step III	\$ _____ (after 3 year anniversary)
	Step IV	\$ _____ (after 4 year anniversary)

County Benefits: Eligible
 Not Eligible

Apply: Submit County Application (Must be complete)
 Submit County Application AND Resume (Must be complete)

To: LAPEER COUNTY HEALTH DEPARTMENT
Attn: TAMI TIETZ
1800 IMLAY CITY ROAD
LAPEER MI 48446
Email: ttietz@lapeercounty.org

Application Deadline: Date: _____ Time: _____
 May Remain Open Until Filled

EOE

Posting Date: <u>03/22/2024</u>
Removed: _____

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CLINIC ASSISTANT

General Summary

Under the supervision of the Public Health Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through a clinic and conducts various tests to identify health problems in county residents. May determine eligibility for clinic services. Tasks include conducting initial interviews, preparing clients for the examinations, administering standardized tests, and recording results. Types a variety of forms and documents, completes various documents with information from the client or from file documentation, and assists in maintaining client files.

Essential Functions

1. Receives clients and their families at a clinic or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
2. Prepares clients for examination by escorting them to examination rooms taking complaints and symptoms and taking vital signs including temperature, blood pressure, and pulse. Measures height and weight, and records vital statistics on client charts. Maintains and updates existing client's file as needed.
3. Administers standard tests such as development screening, and hearing/vision tests to identify health problems.
4. Assists health care professionals conduct physical examinations. May restrain patients, as necessary.
5. Collects specimens such as blood, urine, and throat swabs or receives such samples and conducts routine tests on them using centrifuge and other volume analysis methods or prepares them to be sent to outside laboratory equipment, documenting and reporting any equipment malfunction to the supervisor.
6. Records results of tests, retesting as necessary to verify findings and follow-up on children suspected of having problems.
7. Issues WIC coupons as directed by the nurse or nutritionist. Explains the use of ID-VOC card, coupon redemption procedures, and explains food allowed with coupons. Maintains security of WIC coupons. Maintains computer records, including online WIC and immunization assessment and reporting.

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8. Order materials, supplies, medications, vaccines, test kits and other items needed to operate a clinic. Cleans examination rooms according to established protocols.
9. Cleans equipment and keeps screening area free of clutter and obstructions. Calibrates equipment to ensure it is operating within specifications.
10. Maintains prevention and control of infection with the use of universal precautions.
11. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.
12. May provide support in community education and outreach programs by working at health promotion activities and promoting public health programs to potential clients by telephone.
13. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

Other Functions

None Listed

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Possession of high school diploma, or equivalent experience.

Experience: One year of clerical experience, preferably in a clinic setting.

Qualifications:

Knowledge of all Health Department programs and services

Knowledge of Immunization Vaccine Schedule for Pediatric and Adults in compliance with CDC recommendations.

Knowledge of Standard (Universal) Precautions to prevent Blood Borne Pathogens.

Knowledge of numerous community resources and programs.

Skill in operating EMR (Nightingale Notes), WIC, Michigan Care Improvement Registry, and Champs-State Medicaid software.

Skill in conducting anthropometric measurements for health screenings.

Skill in collecting blood specimens.

Skill in Microsoft Office including Excel and Word.

Ability to schedule and maintain scheduling programs for Immunizations and WIC

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Ability to cover clerical and technical positions in both WIC and Immunizations clinics.

Ability to restrain children for the purpose of performing anthropometric measurements and capillary blood collection.

Ability to run office machinery and to run multiple program specific software.

Ability to communicate effectively orally and in writing with community and staff.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Non-exempt

Worker's Compensation Code: 8832

Occupational Employment Statistical Code: 66005

Physical Requirements *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements};*

Stooping and bending to examine patients and assist health care providers during procedures.

Ability to access office files.

Ability to enter and access information using a computer.

Ability to operate testing equipment.

Working Conditions:

Works in office conditions. May travel throughout the county to work in clinics. May be exposed to communicable diseases, blood, and other bodily fluids.