

COMMUNITY HEALTH ASSISTANT

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Health

REPORTS TO: Public Health Nurse Supervisor

CLASS SUMMARY

Assists with various phases of medical exams and programs and maintains clinic supplies.

DISTINGUISHING CHARACTERISTICS

The Community Health Assistant is a stand-alone classification. The Community Health Assistant is distinguished from other classifications by its responsibility for assisting with health clinic operations.

TYPICAL CLASS ESSENTIAL DUTIES

- Assists health care professionals with medical exams to include setting up exam rooms; taking and recording patient vital signs; performing vision and hearing tests; and ensuring patient comfort. Obtains measurements, acts as a chaperone during exams as needed, demonstrates proper handling of specimens – provides instructions to patients and prepares for mailing.
- Retrieves and delivers lab report forms for staff professionals. Assists with mailing of appointment reminder and follow-up correspondence.
- Serves as a courier for specimens and supplies by transporting materials between various County facilities and clinics.
- Maintains clinic supplies and equipment to include monitoring supply levels; stocking exam rooms with equipment and supplies; maintaining informational displays for clients; and ordering materials as necessary.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Public Health Programs;
- Health Department and County policies and procedures;
- Community resources and services;
- Health care issues;
- Medical terminology;
- Basic computer knowledge.

Skill in:

- Operating basic computer hardware and software applications;
- Using various office equipment;
- Checking vital signs and documenting accurately;
- Performing hearing and vision screenings;
- Driving a vehicle;
- Assisting with medical treatments;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Obtaining heights, weights, and head circumference and documenting accurately.

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TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and one year of experience related to personal care; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- North Carolina Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to chemicals and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E3/00