



CLASS SPECIFICATION

Class Code: 0600
Date Est: 07/1973
Last Rev: 01/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 6 Months

COMMUNITY HEALTH AIDE

DEFINITION

Under general supervision, assists professional medical staff by providing or assisting with routine nursing or therapeutic services in a clinic setting; performs basic screening procedures with patients; aids clients in assisted living daybreak program; serves as receptionist for health clinics; maintains patient records; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or possession of a General Education Development (G.E.D.) Certificate and two years of full-time experience providing health care support; OR completion of a program from an accredited college or university in medical assisting, dietetics, food and nutrition or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Depending on area of assignment, incumbents may be required to achieve and maintain certification as an Office Laboratory Assistant in the State of Nevada

Must possess or have the ability to obtain a valid CPR certification within six months (Health Department).

Must have Healthcare CPR certification within three months (Senior Services) of appointment.

Must have Basic First Aid certification within three months (Senior Services) of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist clients with daily living skills, therapeutic and group activities, including feeding, toileting, ambulation, and field trips, noting client condition to alert professional medical staff to changes in client's behavior or condition.

Prepare snacks for clients, following nutritional, health and safety guidelines to provide nourishing meals for program participants while they are under care.

Serve as receptionist, making clinic appointments, answering telephones, and collecting service charges from patients in accordance with departmental cash handling procedures.

Maintain program records and case files by setting up new medical charts; chart and graph the results of interview/screening processes and write progress notes for client case files; pull and re-file patient/client records and update computerized client data base.

Assist physicians and nurses, as instructed, during clinical examinations and other medical procedures to provide efficient and effective care.

Maintain a safe and clean environment, ensuring proper inventory and stock of medical supplies; clean clinic examination rooms between patients and clean/sterilize medical supplies and equipment for both on-site and off-site satellite clinic operations.

May serve as courier for delivery and pick-up of laboratory specimens.

Provides basic nutrition and breastfeeding information.

Performs waived laboratory tests for hemoglobin analysis, urinalysis, pregnancy testing and Rapid HIV Testing as required by program.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Nutrition and health practices.

Medical terminology and basic medical procedures.

Medical equipment and supplies used in area of assignment.

Infection control procedures.

Local community services and agencies that provide a variety of public assistance programs.

Management information systems and software programs used in the assigned area.

Ability to:

Assess nutritional and medical risks.

Conduct health screenings, including blood pressure, vital signs, temperature, hematocrit, weight, height, and other measurements.

Operate various medical equipment such as Hemoglobinometer machine and blood pressure cuff.

Interact effectively with and interview people from diverse socioeconomic and cultural backgrounds regarding sensitive health related issues.

Present educational programs appropriate to the intended audience.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic health problems.

General medical office procedures.

Basic medical terminology.

Ability to:

Understand and follow written and oral instructions.

Write narrative progress notes.

Accurately complete forms, charts, and records maintained in the area of assignment.

Communicate clearly and concisely both orally and in writing, tailoring the message to the intended audience.

Maintain confidential medical and personal client information.

Operate a personal computer.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment and/or clinical setting. Ability to lift and move objects weighing up to 25 lbs. Ability to use various office and medical/clinic equipment. Ability to tolerate exposure to communicable diseases, blood products, and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.