

PUBLIC HEALTH ASSISTANT

General Statement of Duties and Responsibilities

Under direct supervision, assists medical and/or professional staff in public health clinics by performing clerical and health-related duties; performs related work.

Appointees may be required to work Saturdays and late evening hours.

Examples of Typical Tasks

Performs vision, hearing and simple urinalysis tests.

Weighs and measures patients.

Takes pulse, respiration rates and temperatures.

Collects and labels specimens.

Prepares patients for examination and assists professional staff during examination.

Operates related equipment.

May administer first aid.

Explains testing and clinic procedures to clients.

Answers routine questions and makes appropriate referrals; makes and receives related telephone calls.

Interviews clients to obtain identifying and routine medical information.

Comforts patients and reports relevant observations and information to the professional staff.

May accompany nurse on home visits.

PUBLIC HEALTH ASSISTANT (continued)

Examples of Typical Tasks (continued)

Organizes, maintains, retrieves and replaces medical folders, charts and forms and reviews for completeness.

Records and transcribes medical information onto appropriate forms, documents, charts and computer databases.

Serves as a receptionist; schedules medical appointments and contacts patients via telephone or mail regarding appointments.

Sends, receives, and sorts mail, medical records and notices.

Collects and records statistical data.

Maintains logs and schedules.

Requests, arranges, and maintains equipment and supplies.

Performs light housekeeping and cleaning of instruments and equipment.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; or
2. Completion of the eleventh grade of high school, and one year of full-time satisfactory experience performing health-related or clerical duties; or
3. Education and/or experience that is equivalent to "1" or "2" above. However, all candidates must have completed the eleventh grade of high school.

Direct Lines of Promotion

<u>From:</u>	None	<u>To:</u>	Clerical Associate (10251) [Assignment Levels III and IV]
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