

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: HEALTH AIDE  
CLASS CODE: 3013  
  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
  
EFFECTIVE DATE: 11/19/2012 (REVISED 2/2/2012 VERSION)  
DEPARTMENT: HEALTH

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### **JOB SUMMARY**

Under general supervision, provides basic health assistance in health clinics such as collecting and recording height, weight and hemoglobin/hematocrit. Collects and documents income, residency and identity of clients to determine eligibility for services.

### **ESSENTIAL FUNCTIONS**

Measures and documents height, weight and head circumference of clients as directed by policy.

Reviews computer calculated ages and computer generated growth charts to ensure correct information was entered and accurate data is displayed. Ensures premature data is marked as premature.

Determines and documents hemoglobin/hematocrit by obtaining and reading finger stick blood samples or by reading the results on the non invasive system.

Collects and validates required information on clients' identity, residency, and income to determine eligibility; enters information into the computer for documentation purposes.

Uses strict infection control techniques and disposes of blood contaminated lancets and materials in compliance with OSHA regulations.

Performs all first aid and CPR required in clinic.

Cleans and sanitizes areas of the clinic that have been contaminated by body fluids and cleans entire exam room area and the toys at the end of each shift; maintains required documentation.

Calibrates, cleans, and sanitizes biochemical and anthropometric equipment as necessary; maintains required documentation.

Collects and distributes surveys, questionnaires, or other materials as needed.

Performs data input relating to office functions.

Assists with filing, running and resolving clinic reports, and mailing information.

Stores, inventories, and rotates health aide supplies and notifies office manager when additional supplies are needed. Stocks exam rooms with needed supplies and equipment..

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** blood sampling and testing; health sanitation practices and techniques; basic first aid.

**Skill in:** basic math; various computer applications including word processing and data entry.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; communicate verbally and in writing; handle concerns and/or fears of clients; understand and follow instructions; work quickly and accurately under pressure.

### **PHYSICAL DEMANDS**

**Regularly:** walks, stands, or stoops; lifts or otherwise moves objects weighing up to 20 pounds; works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled clinic environment which exposes the incumbent to frequent noise of crying children. Work requires use of protective gloves and may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work may be emotionally straining because of crying children or difficult clients. Work may require incumbent to work and travel to multiple clinics within the course of a day.

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

High school diploma or equivalent. One year of secretarial training or related work experience and one year of medical assistant/medical secretary work experience which may include successful completion of a medical assistant/medical secretary training program, or related work experience with First Aid and CPR. Additional education may be substituted for experience. Must have a type test, preference may be given to applicants who pass a typing test at or above the rate of 40 WPM net.

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.