

ORANGE COUNTY CLASS SPECIFICATION

TITLE: HEALTH SERVICES ASSISTANT **GRADE:** 12

TITLE ABBREVIATION: HLTH SERVS ASST **TITLE NO.:** 6345

JURIS.CL: NC **SALARY CODE:** 08 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** MEDICAL

SUPERVISOR'S TITLE: DIRECTOR OF CLINICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for scheduling and assisting with employee physical exams conducted at the Department of Residential Health Care. Incumbents in this class maintain employee health and compensation records and arrange for employee care in the event of on-the-job illnesses or injuries and infection control. Work also involves coordinating clinics and teaching wellness classes. Work is performed in accordance with well-defined policies and procedures under the supervision of the Director of Clinical Services who is consulted regarding all non-routine situations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Schedules and assists physician with pre-employment and annual physicals for all RHCF employees and volunteers;
2. Notifies appropriate supervisor and Staff Resources of new employee physical approval/disapproval;
3. Schedules and assists physician with pre-employment physicals for Department of Social Services employees and coordinates reimbursement for said services;
4. Completes confidential employee medical history forms including documentation regarding measles and rubella immunization;
5. Performs tuberculosis testing for all RHCF employees and stool testing for food handlers; notifies county agencies of reportable results;
6. Reviews and evaluates medical clearance and return to work statements and forwards to physicians and Staff Resources;
7. Assesses employee illnesses and/or accidents, arranges for appropriate emergency care, completes required documentation and communicates information to appropriate department;
8. Assesses all needlestick/sharps injuries; provides initial employee counseling regarding HIV and hepatitis B exposure; arranges immediate follow-up with local hospital emergency rooms for evaluation and prophylactic medications; maintains confidential tracking records for said incidents;

9. Coordinates influenza and hepatitis B vaccine clinics;
10. Follows all Federal and State principles of infection control, including CDC and OSHA Bloodborne Pathogen and Tuberculosis Guidelines;
11. Conducts monthly Quality Assurance audits and presents to Quality Assurance Committee;
12. Assists employees with Workers' Compensation medical statement forms;
13. Gathers and compiles resident-related statistics for Medical Director;
14. Assists with development of employee health policies and procedures for Medical Director;
15. Develops and teaches quarterly employee health and wellness classes and serves as staff resources for health information and referrals;
16. Maintains confidential employee health, Workers' Compensation, and OSHA records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing techniques and scope of practice as they relate to employee health services; good knowledge of Federal and State laws and guidelines regarding infection control in general and HIV, Hepatitis B and tuberculosis specifically; ability to understand and carry out detailed oral and written instructions; ability to develop and teach health and wellness classes; ability to maintain schedules, records and prepare reports; ability to develop patient rapport and to form good working relationships with other departments and agencies; clerical aptitude; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of current New York State registered professional nurse registration. Registration must be maintained throughout employment.

ADOPTED: 3/16/90
EEO CODE UPDATE: 11/29/90
JURIS CL UPDATE: 5/7/91
REVISED: 9/25/97 kmg
REVISED: 2/14/98 kmg
REVISED: 4/25/01 kmg
EEO CODE UPDATE: 7/19/12