

HEALTH CARE ASSISTANT

Physical Required: General Physical, Diabetes, BP, and Vision.

Job Summary

The responsibilities of this classification include performing paraprofessional-level health care assistance duties in clinics and through specialized health care programs. Incumbents are responsible for clinical duties, office management, outreach, research and assessment duties.

Distinguishing Characteristics

This is a single-level classification that is considered a paraprofessional classification and calls for working collaboratively within a multidisciplinary team. The Incumbent performs work responsibilities independently with minimal supervision. This classification is distinguished from the Nursing and Nutrition classification series in that the incumbent position does not require a nursing or nutrition license.

Essential Duties (These duties are representative and may vary by position.)

1. Instruct patients on specimen collection. Collect and perform basic laboratory assessment of specimens such as, but not limited to, blood, urine and stool. Schedule laboratory tests.
2. Respond to inquiries by phone and in person, identify clients' needs, schedule client appointments as appropriate and refer clients to health care professional, when necessary.
3. Collect and record measurements and vital signs; interview clients for medical, dietary and social history.
4. Using established protocols, evaluate intake data for health risk factors and program eligibility.
5. Identify, recruit and screen clients for health care services and for research studies.
6. Provide basic health and nutrition information to clients as well as referrals to health care services and available resources.
7. Serve as liaison and advocate for client and health care and community providers.
8. Clean, stock and set up patient examination rooms and sterilize examination equipment.
9. Order, inventory, monitor and maintain clinical and laboratory supplies.
10. Maintain, document and process medical records.
11. Collect and maintain laboratory records and data for research studies and program management.
12. Conduct periodic reassessment of client needs.
13. Make presentations to clients, other staff and community groups.
14. Develop and maintain working relationships with referral sources.

Knowledge/Skills (These are entry requirements and may vary by position.)

Knowledge of nutrition, human development and life sciences equivalent to college-level course work.

Knowledge of medical terminology and clinical procedures.

Knowledge of human systems, including anatomy, physiology, biology, human growth and development.

Knowledge of basic nutrition theory and practice.

Knowledge of behaviors and practices to achieve and maintain good health.

Knowledge of health care maintenance and prevention.

Knowledge of asepsis and universal precautions.

Knowledge of occupational hazards and safety procedures.

Knowledge of laboratory procedures including phlebotomy.

Knowledge of state and federal guidelines for laboratories, biohazards, laboratory specimen handling.

Knowledge of medical record-keeping procedures.

Knowledge of health and social services and resources.

Communication skills (oral and written).

Problem-solving and client interviewing skills.

Record-keeping skills.

Analytical/assessment and basic mathematics skills.

Skill in working with diverse populations.

Skill in maintaining and establishing working relationships with community resources.

Skill in performing a number of tasks simultaneously.

Skill in working as a part of a multidisciplinary team.

Skill in meeting deadlines and working under time constraints.

Licensing/Certification Requirements

Washington State Driver's License or the ability to provide transportation to work locations with limited or no public transportation (some positions).

Washington State certification as a Health Care Assistant (some positions).

JOB TITLE: Health Care Assistant
EMPLOYEE:

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Check all that apply:

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours.
- ☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is: _____
- ☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____
- ☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____
- ☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings: _____

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO: Paula R. Seeger, CDMS, CCM, Disability Services Specialist, King County, Department of Adult and Juvenile Detention, fax # 206-205-5666. Phone contact can be made at 206-205-9517. Thank you!