

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Personal Health Services Supervisor

DEPARTMENT: Public Health, TB Clinic

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Directly supervises the work of professional, paraprofessional and support staff assigned to health care services programs. Plans, implements and evaluates personal health services programs, supervising the work of staff in a variety of job classifications and working on multiple projects at various locations. The incumbents in this classification also select new staff, ensure skills development and oversee the maintenance and compliance of applicable professional standards and regulations.

WORK ENVIRONMENT: Clinic

ESSENTIAL FUNCTIONS: Supervise assigned staff including evaluating, counseling and disciplining. Oversee the delivery of all health services to clients at assigned work locations. Identify resources and allocate staff to meet personal health services program needs. Participate in planning, implementing and evaluating personal health services programs. Participate in strategic planning and quality improvement efforts of the department, including the community health planning process. Evaluate, implement and monitor quality assurance standards to ensure compliance with laws, regulations, policies and procedures. Oversee the planning and coordinating of training and orientation programs to meet staff needs and facilitate staff development. Manage the hiring process for assigned staff. Participate in budget development process and monitor budget for assigned work unit. Work collaboratively with the community in developing, evaluating and implementing short- and long-range Seattle/King County Department of Public Health goals and objectives.

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Fumes
- Dusts
- Radiation
- Noise Level _____
- Bloodborne Pathogens
- Gasses
- Odors
- Mists
- Explosives

Special Requirements:

- CDL
- Respirator use