

Lincoln County Job Description

Position Title: Health Aide

Department: Health Department

Pay Grade: Health Aide Position Scale **FSLA:** Non-exempt

Date: January 2024 **Reports to:** Director/Health Officer

Purpose of Position

An employee in this class is responsible for providing health care services to clients in a clinic or school setting, according to a plan of care established by the supervising nurse under the Lincoln County Health Department.

Essential Duties & Responsibilities

The Health Aide performs the following functions within the overarching framework of Lincoln County Health Department's provision of the core functions and essential services of public health. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Health Science

1. Provides clinic coordination including developing and coordinating scheduling, gathering supplies, forms, and equipment in preparing for services provided.
2. Document patient intervention data in medical records. Uses established medical record forms and documentation practices.
3. Provide assistants with set up and take down of clinic when needed.
4. Provides client nail trimming and care.
5. Provides hearing testing using an audiometer and/or OAE

Analysis and Assessment

6. Gather data as required for agency reports.
7. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Community Partnerships

8. Educates the clients on proper nail care.
9. Arranges for volunteers for clinics; and trains new volunteers.

Policy Development and Program Planning

10. Maintains confidential client records and prepare and maintain accurate and clear reports as required by policy.
11. Collaborate in the development of and provide support to department quality improvement, performance management, and evaluation activities.
12. Maintain confidential client records and prepares and maintain reports such as daily activity reports. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.

Communication and Cultural Competency

1. Assists clients with requested agency information or services.
2. Assists clients in learning proper nail care.
3. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientation, lifestyles and physical abilities.
4. Delivers targeted, culturally-appropriate information to help individuals and groups understand health information.
5. Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
6. Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.

Financial Planning and Management

7. Collect fees as determined by the health department and give the client a receipt upon request.
8. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Leadership and Systems Thinking

1. Collaborate with direct supervisor to provide a safe, efficient, and effective health services.
2. Provides update of client's health to the supervising nurse.
3. Maintain confidential client records and prepares and maintain reports such as daily activity reports. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
4. Responsible for professional growth and development in pursuing education, participate in in-services and contributes to a work environment where continual improvements in public health core competencies are practiced and pursued.
5. Provides update of hearing screening to the lead program staff or health department director.

Other

6. Performs related work as required.
7. Maintains and secures equipment and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from high school and satisfactory completion of a certified nursing assistant course; or any combination of training and experience which provides the required knowledge, skills and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must be able to wear personal protective equipment as it applies to the health service being provided.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices and other facilities.

Computer and Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Ability to use effective nail care trimming tools.
- Ability to operate audiometer and OAE machine.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Knowledge of best practice procedures and techniques of nail care and hearing screening.
- Ability to respectfully, tactfully and effectively provide nail care and hearing screening.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective relationships with the clients, client's family, and supervising nurse.
- Ability to maintain accurate and confidential records and reports.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, and agencies; and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to demonstrate leadership, independent judgment and critical thinking skills.
- Ability to accommodate flexible scheduling to address program or client needs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, partnering agencies and the general public.
- Ability to perform the physical tasks associated with nail care and hearing screening.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date