

## Hidalgo County Health Department

### Additional Duties:

#### Slot # 340-001-0032 Eligibility Specialist

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

#### Slot # 340-001-0033 Eligibility Specialist

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

#### Slot # 340-001-0034 Maintenance

- Assisting with office supplies inventory
- Assisting with medical equipment inventory
- Responsible for departmental vehicle maintenance needs

#### Slot # 340-001-0035 Promotora CHCW

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

#### Slot # 340-001-0036 Promotora CHCW

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-001-0037 Promotora CHCW

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-001-0038 Promotora CHCW

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-001-0040 Clerk

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0043 Courier Clerk

- Assisting with medical materials inventory
- Assisting with facility maintenance log reports
- Assisting with quality assurance of infection control units at the clinics

Slot # 340-003-0044 Receptionist

- Assisting with archiving of medical records
- Compiling monthly laboratory reports for the nursing department

Slot # 340-003-0045 Clinic Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0046 Clinic Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0047 Inventory Specialist

- Assisting with packaging and submission of laboratory specimens
- Assisting with mail courier duties
- Assisting with receptionist duties

Slot # 340-003-0048 Clerk

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0049 Clerk

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0050 Clerk

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0051 Clinic Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0052 Clinic Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0053 Clerk

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0055 Clinic Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0056 Clinic Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-0057 Clerk

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-G084 Clinic Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-G085 Billing Clerk

- Billing for the new CHIP Perinatal program
- Billing for the new Women's Health program
- Assisting with billing quality assurance activities in the clinics

Slot # 340-003-G086 Maintenance

- Assisting with office supplies inventory
- Assisting with medical equipment inventory
- Responsible for departmental vehicle maintenance needs

Slot # 340-003-G092 Community Service Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-G093 Community Service Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-G095 Community Service Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program

Slot # 340-003-G096 Community Service Aide

- Screening clients for the new CHIP Perinatal program and assisting them with the application process
- Screening clients for the new Women's Health program and assisting them with the application process
- Assisting with the screening, referring and application process for clientele in the County Indigent program