

HIDALGO COUNTY

HEALTH ADMINISTRATION DEPARTMENT

Job Title: Clerk III

FLSA Status: Non-Exempt

Dept. Code: 340

Civil Service Status: Non-Exempt

SUMMARY:

Performs clerical functions reviewing, correcting, and compiling various reports, records, and statistics required by the TB Program. Types referrals, letters, and related TB correspondence. Assists with TB record archiving process. Performs related work as assigned by TB Records Manager or TB Program Coordinator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with maintaining TB records archiving system. Assists with computer data entry for necessary TB statistics and reports
- Performs clerical functions; including filing and posting of records and reports. Types correspondence as needed. Entering patient information in computer TB program.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- High School graduate or GED Plus 2 years on the job experience as a clerk, secretary, or public health clerk. Graduation from technical school may be substituted for 1 year of experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have proof of a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- Ability to communicate effectively orally and in writing.
- Computer literate basic office administration skills.
- General knowledge of medical terminology.
- Ability to plan work and meet deadlines
- Reviews reports and forms for completeness.
- Maybe be required to work other than normal or scheduled hours including weekends and holidays

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity

required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

- o sitting for extended periods of time
- o frequent standing, bending and reaching
- o operating assigned equipment

Maintain mental capacity which permits:

- o making sound decisions and using good judgment
- o handling financial affairs effectively and honestly
- o maintaining confidentiality
- o demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- o working closely with others
- o working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- o making observations
- o reading and writing
- o operating assigned equipment
- o communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.

HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

Job Title:	Licensed Vocational Nurse III	FLSA Status:	Non-Exempt
Dept. Code:	340	Civil Service Status:	Non-Exempt

SUMMARY:

Performs technical duties under the administrative supervision of a licensed physician and immediate supervision of an RN. Duties consist of assisting in Chest Clinic, screening tests, collecting of specimens, maintaining adequate supplies, recording and reporting patient problems, making home visits as assigned, Immunization and other assigned duties by supervisor. Supervises Outreach Worker. Performs DOT as per protocols.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, the TB LVN must be able to perform each essential duty satisfactorily. 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 duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Issues TB medications, counsels clients on side effects, contraindications and proper storage of TB medications.
- o Observes, records, and reports signs of illness or changes in patients condition.
- o Assists in Chest Clinic.
- o Performs laboratory screening tests and reports abnormal labs to TB M.D., and makes appropriate referrals.
- o Prepares DOT packets/or labels bottles accurately.
- o Makes home visits as assigned by the RN and assists with other assigned duties by supervisor.
- o Other duties as assigned.

EDUCATION AND EXPERIENCE:

- o LVN with current Texas License plus one year of public health nursing experience.
- o Must be CPR certified.

CERTIFICATES, LICENSES, REGISTRATIONS:

- o Employee must have proof of a current valid Texas Motor Vehicle Operator's License;
- o Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- o Ability to counsel clients about TB, HIV and other illness.
- o Ability to administer DOT medications and knowledge of contraindications and side effects of medication.
- o Ability to perform laboratory tests.
- o Good communication skills are necessary.
- o Computer skills for TWICES data entry.
- o Maybe be required to work other than normal or scheduled hours including weekends and holidays.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential

functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

- o sitting for extended periods of time
- o frequent standing, bending and reaching
- o operating assigned equipment

Maintain mental capacity which permits:

- o making sound decisions and using good judgment
- o handling financial affairs effectively and honestly
- o maintaining confidentiality
- o demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- o working closely with others
- o working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- o making observations
- o reading and writing
- o operating assigned equipment
- o communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.

HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

Job Title: TB Outreach Worker/Medical Assistant **FLSA Status:** Non-Exempt

Dept. Code: 340 **Civil Service Status:** Non-Exempt

SUMMARY:

Performs TB outreach work including home visits for TB skin testing, directly observed therapy and TB patient education. Performs data entry, venipuncture, fingersticks, hematocrits, and PPD skin tests. Assesses vital signs (BP, Wt, Ht, temp) and urinalysis. Measures visual acuity and Ishihara screening, prepares lab specimens for mailing. Performs pregnancy tests, separates plasma from whole blood. Screens calls for nurses.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Outreach work for the Pulmonary Clinic: does home visits, TB skin testing, delivers DOT/DOPT to patients.
- o Working in patients homes and in Health Department performs lab and clinical procedures per health department protocol including blood specimen accessions vital signs, urinalysis, visual acuity & Ishihara screening, pregnancy tests. Separates plasma from whole blood, applies and interprets TB skin tests, diabetes screening, prepares blood and sputum specimens for mailing, and does computer data entry on all of the above.
- o Screens telephone calls for nurses and assists X-Ray tech as needed. Prepares reports as assigned by supervisor. Maintains refrigerator temperature log.
- o Other duties as assigned.

EDUCATION AND EXPERIENCE:

- o High School Diploma or GED, Certified/Registered Medical Assistant in Texas

CERTIFICATES, LICENSES, REGISTRATIONS:

- o Employee must have proof of a current valid Texas Motor Vehicle Operator's License;
- o Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- o Ability to communicate effectively orally and in writing
- o Texas Driver's License is required.
- o Computer skills knowledge or willing to learn
- o Knowledge of medical terminology.
- o Maybe be required to work other than normal or scheduled hours including weekends and holidays.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

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IMMUNIZATION/TB SCREENING REQUIREMENTS:

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SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

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ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.