

PUBLIC HEALTH TECHNICIAN

FUNCTION OF THE JOB

Under supervision to perform services and support activities related to department's comprehensive public health program in clinics, the community, and other special settings; and perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Conducts public health screenings, such as hearing and vision screening, blood pressure screening, lead and hemoglobin screening, and other selected lab/health screenings in public health, clinics and in the community.
2. Performs age-appropriate height and weight measurements.
3. Plans and schedules screening programs in the community and any other special settings.
4. Performs set-up and take-down of clinic sites, including moving furniture at sites and carrying supplies to and from clinic sites.
5. Teaches volunteers conduct screenings as needed and monitors their activity.
6. Performs follow-up on screening referrals as assigned.
7. Assists public health nurses on home visits as assigned.
8. Collects information needed for immunization determinations according to establish protocols.
9. Maintains current records and completes needed documentation related to health screening and immunization procedures.
10. Performs data entry, data searches, reporting, billing, and other functions using various computer systems.
11. Drives a County vehicle to and from clinic sites and home visits.
12. Maintains supplies necessary for use at clinics, school screenings, and other special programs.
13. Maintains records and logs of agency equipment and performs calibration of scales, blood pressure, and lead screening equipment.
14. Assists in the management and inventory of nursing equipment and audiovisuals.
15. Establishes and maintains effective working relationships with coworkers, clients, school and clinic staff, and the public.
16. Act as a first responder in a natural disaster of any public health, chemical, biological, nuclear, or radiological event.
17. Performs other related duties as may be required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of blood draw procedures, screening techniques, and of the use of scales and other measuring instruments.
2. Working knowledge of the use of computers and computer keyboards.
3. Working knowledge of the practices and procedures of universal precautions.
4. Working knowledge of basic medical terminology.
5. Ability to accurately perform basic mathematical calculations.
6. Ability to establish and maintain effective working relationships with clients, school, and clinic staff, and the public.
7. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
8. Ability to lift 50 pounds and to walk up and down stairs.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

9. Ability to communicate effectively, both verbally and in writing.
10. Ability to follow oral and written instructions.
11. Ability to keep records and make reports, including maintaining the confidentiality of patient information.
12. Ability to respond to a public health outbreak or an emergency government public health disaster situation.
13. Ability to work in an enclosed environment wearing personal protective equipment.

Training and Experience

1. High School Diploma or GED.
2. a. Completion of one approved post-secondary course in a health-related field.
OR
b. One year of experience working in a health-related field.