

Public Health Technician**GENERAL SUMMARY**

Primary functions of the job are to provide administrative and technical support for the nursing office of a County supervised health clinic. Employees assure client access and confidentiality and perform laboratory procedures. Employees in this job have no formal supervisory role, however, work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Performs client intake, including meeting with clients, describing programs, assisting with the completion of enrollment forms, verifying health insurance coverage, and obtaining medical history and other pertinent information. Updates, and maintains records to ensure accuracy and completeness.
- Performs blood pressure checks, urine examinations, pregnancy testing and other lab procedures including invasive procedures of venous blood drawing; and may perform anthropometric measurements (height, weight, head circumference). Prepares laboratory materials for shipping as needed.
- Convey the purposes and services of a program to the user population and the impact that program or service would have. May include administering screening tools that identify individuals' needs for accessing medical care, housing, transportation, healthy food, and other social determinants of health. Facilitate or assist families to become eligible for Medicaid.
- Complies with all job safety requirements, including OSHA standards and quality control requirements.
- Promotes immunization recommendations.
- Collaborates with multi-disciplinary team members to ensure coordination of care.
- Demonstrates appropriate communication skills in addressing co-workers, community members and partners, and clients.
- Schedules client appointments, collect fees, and other front desk related activities. Maintains filing systems, retrieves file materials, and keep records of file movement.
- Complies with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures.
- Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations. Monitors items for outdated stock or improper storage and handling.



Grand Traverse County, MI Job Description

- Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Demonstrates dependable and reliable attendance patterns.
- All other duties as assigned

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D. supplemented by advanced college coursework in medical technology, laboratory technology, licensed practical nursing, or related field.
- One to two years of experience in health care setting, with direct client contact preferred

CERTIFICATIONS, LICENSES

- CPR Certification
- Bloodborne Pathogens Certification
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- May include obtaining Community Health Worker Certification

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, twist, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to infectious diseases, criminal suspects, or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

ORGANIZATIONAL KEY COMPETENCIES

All Grand Traverse County Health Department employees are expected to provide professional preventative health services in a compassionate, efficient, progressive, comprehensive, and holistic manner. Additionally, all Grand Traverse County employees are expected to demonstrate a commitment to the following values:

- Serve with Integrity
- Be Innovative
- Be Accountable
- Engage the Team
- Provide Service
- Be Transparent

COMPETENCIES

Position Specific Key Competencies for Public Health Professionals, also known as Core Competencies, are a consensus set of skills for the broad practice of public health, as defined by the 10 Essential Public Health Services:

Analytical/Assessment Skills

- Describes factors affecting the health of the community
- Explains how community health assessments use information about health status, factors influencing health, assets, and resources
- Use quantitative and qualitative data

- Describes assets and resources that can be used for improving the health of the community
- Describes how evidence (e.g., data, findings reported in peer-reviewed literature, evidenced based practices) is used in decision making
- Make evidence-based decisions using data and best practice strategies to promote community health
- Apply ethical principles on the use of data and information
- Advocate for the use of evidence using public health science skills
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to implementation of organizational strategic plan
- Contributes to the development of program goals and objectives
- Identifies and describes implications of current trends and policies affecting the health of the community, with a focus on marginalized/disadvantaged population groups
- Implements policies, programs, and services
- Explains the importance of evaluations for improving policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information, social media literacy)
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals, populations, and the community served
- Recognizes and addresses the diversity in individuals and populations when developing, implementing, and evaluating policies, programs, and services that affect the health of the community
- Describes the effects of policies, programs, and services on different populations in the community

Community Dimensions of Practice Skills

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes, suggests, and supports relationships that affect and are needed to support health in the community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community

- Informs the public about policies, programs, and resources that improve health in a community
- May collaborate in community-based participatory research

Public Health Sciences Skills

- Describes the scientific foundation of and prominent events in public health history
- Retrieves evidence from multiple sources to support decision making
- Recognizes limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services

Financial Planning and Management Skills

- Describes public health funding mechanisms and governmental agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Describes how teams achieve program performance standards and measures
- Motivates colleagues for the purpose of achieving program and organization goals

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions
- Describes public health as part of a larger inter-related system of organizations work together or individually to impact the health of populations at local, national, and global levels
- Collaborates in developing a vision for a healthy community (e.g. emphasis on prevention, health equity for all, excellence, and innovation)
- Advocates for the role of public health in population health
- Participates in professional development opportunities
- Describes ways to improve individual and program performance