

HEALTH TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs responsible and varied clerical and selected clinical duties, including vision and hearing screening, and WIC anthropometric and laboratory tests (i.e., hemoglobin, blood lead, etc.); work is performed at the Health Department and/or in the field under supervision; performs related work as required.

STATEMENT OF TASKS:

Utilizes various office and medical equipment;
Provides clients with assistance in completing forms and understanding information;
Reviews and maintains clinical records;
Schedules client appointments;
Schedules and conducts hearing and vision screening;
Measures heights and weights and conducts other clinical and health screenings;
Prepares health screening evaluations and reports findings to parents, school officials, and others as authorized;
Refers clients failing health screenings for follow-up;
Works with staff at assigned schools to plan and assist in clinics;
Performs laboratory screening procedures on clients;
Performs other duties as assigned.

The statement of tasks above is intended to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office and medical terminology and procedures;
Knowledge of hearing and vision testing practices and procedures;
Ability to operate various office and medical equipment;
Experience with computer data entry;
Ability to organize and prioritize work;
Ability to maintain confidentiality;
Ability to interview clients to obtain medical information and vital statistics;
Ability to collect blood or other laboratory specimens;
Ability to prepare and maintain required records;
Ability to attend work regularly and work under stressful conditions;
Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent **-AND-** Two (2) years of clerical experience. Training or graduation from a recognized Medical Assistant program preferred.

SPECIAL REQUIREMENTS: Must have a valid driver's license and a vehicle for use on County business. If assigned to the Hearing and Vision Program, shall be required to become certified in hearing and vision screening by the Michigan Department of Community Health and maintain this certification through any required continuing education.

Established: May 6, 1996
Revised: August 28, 1998
Revised: April 11, 2008
Revised: March 27, 2012



Human Resources Director